

Accessing the CITI Program: Research Security Training

Federal research sponsors are expanding the requirement for covered individuals (e.g. PI, Co-I, and senior/key personnel) to complete training in research security and transparency of outside activities. The following **Research Security Training (Combined) Refresher** course takes ~30 minutes to complete and meets federal agency standards. If you have questions about the Research Security Training, please contact research_security@uc.edu.

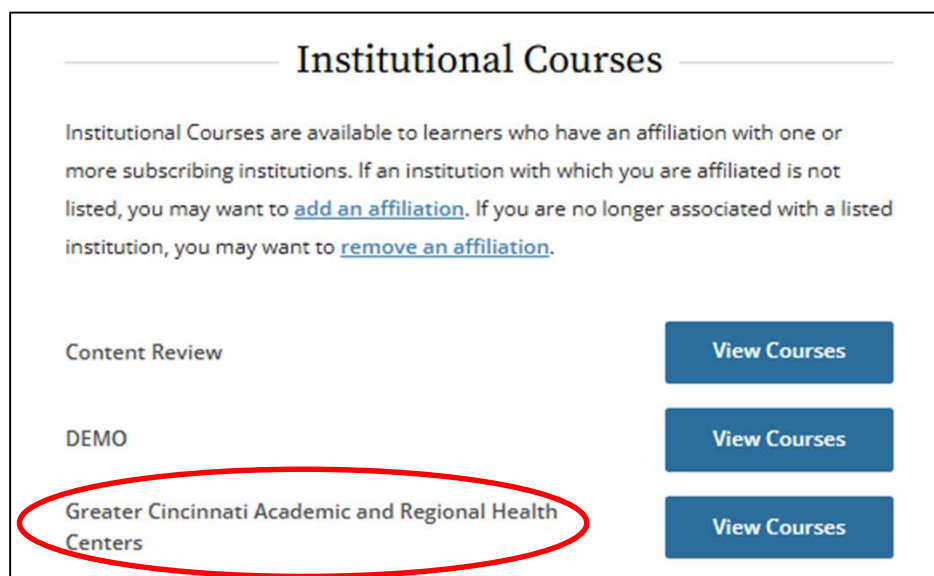
These instructions assume that you already have a CITI account affiliated with the University of Cincinnati. If you need to create a CITI user account or affiliate it with UC begin on page 6.

*If you have already taken Research Security Training through CITI at UC, you will still need to follow the steps below to allow the Refresher course to populate in your account.

1. Navigate to <https://about.citiprogram.org/> and log in.



2. Choose your Greater Cincinnati Academic and Regional Health Centers affiliation and click “View Courses”.



3. Scroll down to the bottom of your course list to the “Learner Tools” box. Click “Add a Course.”

Learner Tools for Greater Cincinnati Academic and Regional Health Centers

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

4. Confirm that you are affiliated with UC or UC Health and click “Next”.

Are you primarily employed (paid by) OR are you involved in the conduct of research occurring at any of the following institutions:

1. University of Cincinnati
2. UC Health

This question is required. Choose one answer.

☐ Yes
☐ No

[Start Over](#) [Next](#)

5. Answer all of the questions with your preferred responses. However, you MUST select “Yes” when asked, **“Are you required to take Research Security Training as part of a research proposal or award?”** This question may be asked last, or next to last, and will unlock access to the Research Security Training.

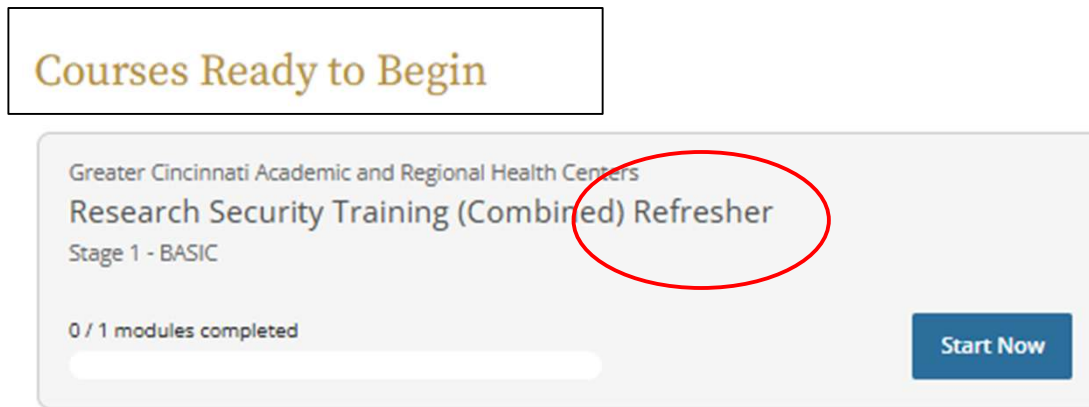
Are you required to take Research Security Training as part of a research proposal or award?

This question is required. Choose one answer.

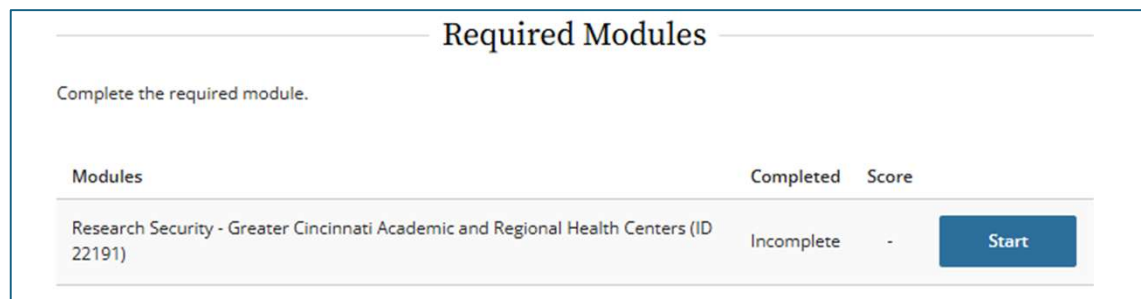
☐ Yes
☐ No.

[Start Over](#) [Next](#)

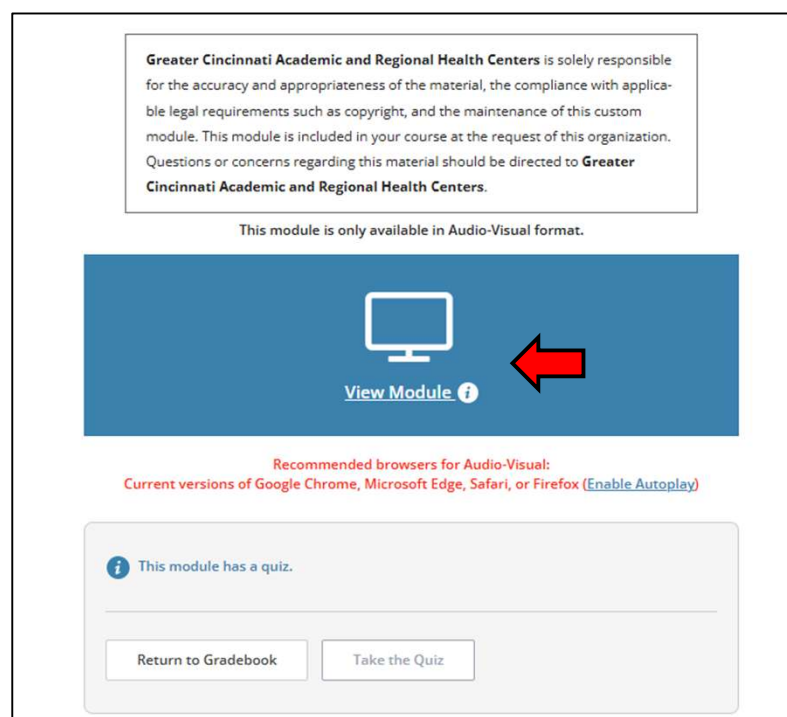
6. After all of the questions are answered, the Research Security Training (Combined) Refresher course should be available to you. Click “Start Now.”



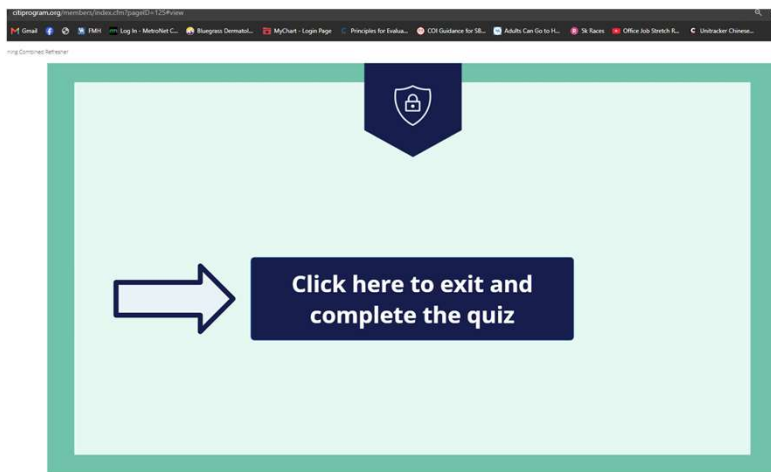
7. You may be prompted to agree to CITI's Terms of Service and directed to a menu of Required Modules. Identify the Research Security Training (Combined) Refresher – Greater Cincinnati and Regional Health Centers course and click “Start.”



8. When the course launches, click “View Module” and then click play to launch the module.



9. As you near the end of the module, you will be asked to click to exit and complete the quiz.



10. After you have completed the course, exit the module and click “Take the Quiz” on the course main page. It’s a one-question attestation that registers your course completion in CITI.



11. In order for the training completion to register with CITI and UC’s databases, you will need to answer the attestation.

Quiz

Instructions: Please provide an answer for all questions. Each question is one point. Click on the Submit button to register your answers. After submitting your answers, the correct answer to each question and an explanation will be displayed. Navigational links to the next module will also be provided.

All quiz questions count towards your score. You should answer all questions.

Question 1

I attest that I have reviewed the material presented in this training and acknowledge my responsibility to apply the information as appropriate to my role.

☐ No

☒ Yes

Submit

12. If you would like a copy of your completion certificate, click on View Post-Course Completion Options and then Access your Completion Records

Left Screenshot:

You scored 100% on the quiz.

You completed this module in the Audio-Visual format. Would you like to continue using Audio-Visual format, when available, for future modules?

☐ Yes ☐ No ☐ Ask me every time

Congratulations! You have completed this Course.

View Post-Course Completion Options

- [Leave feedback for this Module](#)
- [Return to Gradebook](#)
- [View Courses](#)

Right Screenshot:

Congratulations! You have completed the "Research Security Training (Combined) Refresher - BASIC" course.

- [Access your Completion Records](#)
View, Print, or Share via link your Completion Certificate or Completion Report for this course.
- [Independent Learner Courses](#)
Purchase additional training. New offerings include Clinical Research Coordinator (CRC), Disaster Planning for the Research Enterprise (DPRE), Good Laboratory Practice (GLP), and more.
- [Post-Course Evaluation](#)
Fill out a voluntary post-course evaluation.
- [Return to Courses](#)
Review your completed modules and continuing education (CE/CEU) credit eligibility (if applicable).

13. Completion certificates can be viewed, printed, or linked.

Greater Cincinnati Academic and Regional Health
Centers
ID 1379

Research Security Training (Combined) Refresher

Name	Stage	Completion Date	Expiration Date	Record ID
Emily Bradford	1 - BASIC	11-Aug-2026	11-Aug-2027	78812186

Completion Report

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

View / Print

Copy Link 

Completion Certificate

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

View / Print

Copy Link 

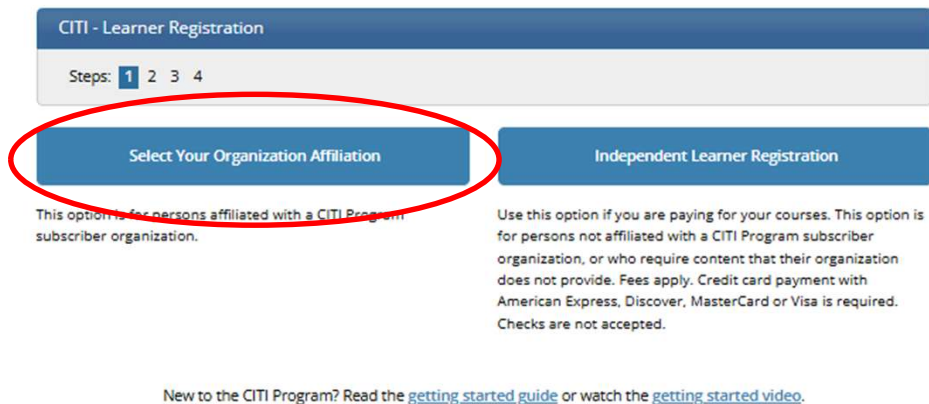
 Add to LinkedIn

Creating an Account in CITI

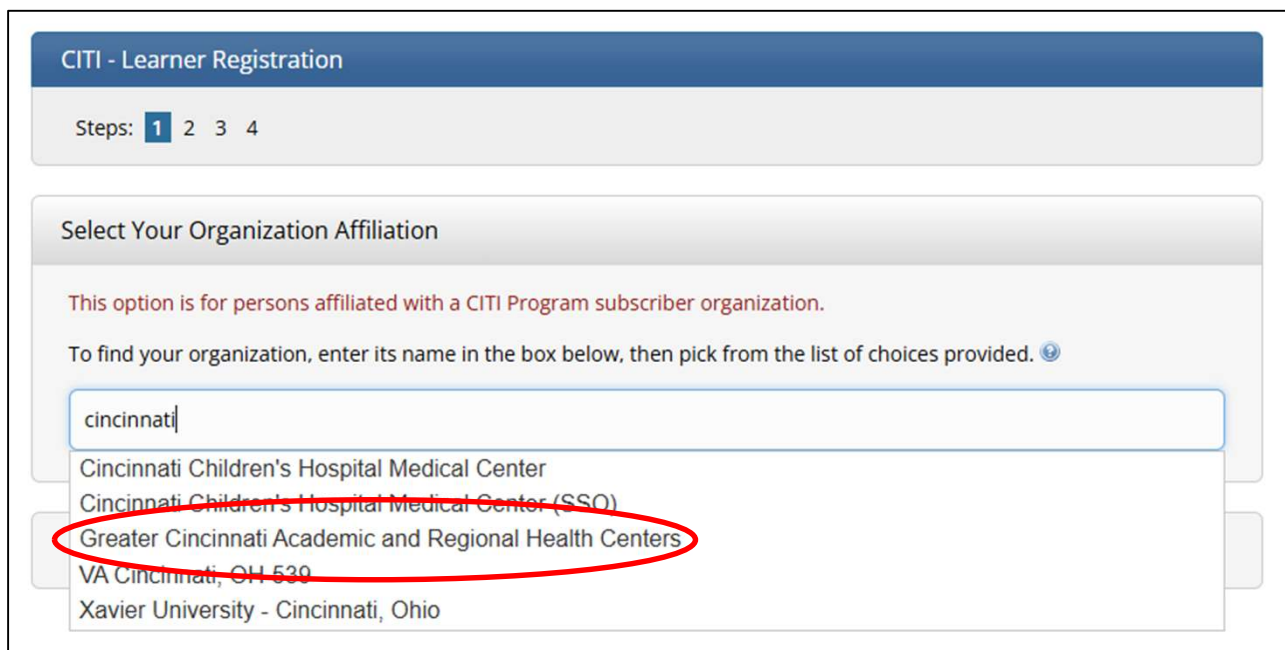
1. Navigate to <https://about.citiprogram.org/> and click “Register.” If you already have a CITI account affiliated with another institution, skip to Step 10 at the end of this section.



2. Click on “Select Your Organization Affiliation.”



3. Search for and select “Greater Cincinnati Academic and Regional Health Centers.”



4. Agree to terms of service and select “Create a CITI Program account.”

The screenshot shows the 'CITI - Learner Registration' page. At the top, a blue header bar contains the text 'CITI - Learner Registration'. Below it, a grey bar indicates the progress: 'Steps: 1 2 3 4', with '1' highlighted. The main section is titled 'Select Your Organization Affiliation'. It contains a red note: 'This option is for persons affiliated with a CITI Program subscriber organization.' and a blue help icon. Below this is a text input field containing 'Greater Cincinnati Academic and Regional Health Centers'. A paragraph follows: 'Greater Cincinnati Academic and Regional Health Centers only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.' There are two checked checkboxes: 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of Greater Cincinnati Academic and Regional Health Centers.' At the bottom, a blue button labeled 'Create a CITI Program account' is circled in red.

CITI - Learner Registration

Steps: 1 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

Greater Cincinnati Academic and Regional Health Centers

Greater Cincinnati Academic and Regional Health Centers only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☒ I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

☒ I affirm that I am an affiliate of Greater Cincinnati Academic and Regional Health Centers.

Create a CITI Program account

5. Enter all requested information and click “Continue to Step 3.” We recommend using your UC email address.

The screenshot shows the 'CITI - Learner Registration - Greater Cincinnati Academic and Regional Health Centers' page. At the top, a blue header bar contains the text 'CITI - Learner Registration - Greater Cincinnati Academic and Regional Health Centers'. Below it, a grey bar indicates the progress: 'Steps: 1 2 3 4', with '2' highlighted. The main section is titled 'Personal Information'. It starts with a red note: '* indicates a required field.' There are four required fields: 'First Name', 'Last Name', 'Email Address', and 'Verify email address'. Below these are two optional fields: 'Secondary email address' and 'Verify secondary email address'. A paragraph of text reads: 'We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.' At the bottom, a blue button labeled 'Continue To Step 3' is circled in red.

CITI - Learner Registration - Greater Cincinnati Academic and Regional Health Centers

Steps: 1 2 3 4

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

Continue To Step 3

6. Enter Country of Residence and select “No” regarding CITI asking for permission to contact you about other courses.

7. After finalizing registration, you may be redirected to a page asking for your Continuing Education Credite preferences. Select “No” as all courses required by UC are part of our institutional affiliation.

8. Complete your profile information, including language preference, UC email address, degree, employee (M) number, role, office phone, and primary institution.

Primary Institution *

☒ University of Cincinnati

☐ Cincinnati Children's Hospital Medical Center

☐ UC Health

☐ Cincinnati Veterans Affairs Medical Center

☐ Christ Hospital

☐ Tri-Health

☐ St. Elizabeth Healthcare

☐ Other

9. Confirm that you are affiliated with UC or UC Health and click “Next”.

Are you primarily employed (paid by) OR are you involved in the conduct of research occurring at any of the following institutions:

1. University of Cincinnati

2. UC Health

This question is required. Choose one answer.

☐ Yes

☐ No

[Start Over](#) [Next](#)

10. Note: if you are already affiliated with a different institution your menu may look slightly different. You should log in with your existing credentials and add an affiliation by clicking that option at the top of your screen.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).