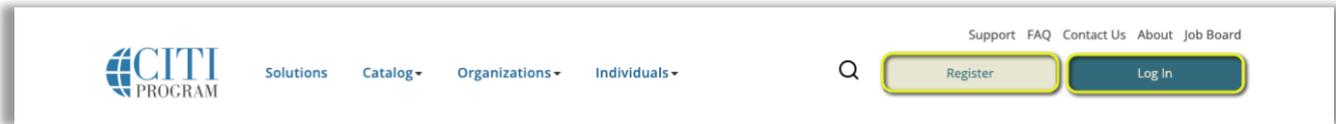
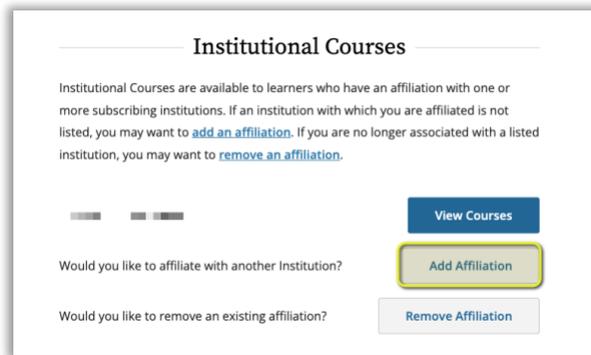


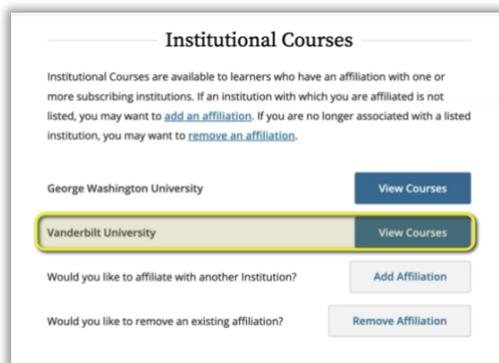
- 1) Go to <https://about.citiprogram.org>
 - a) If you have **not registered before**, then click on the white “**Register**” button located at the top right corner of the CITI program page.
 - i) Please use your **@vanderbilt.edu** email address to set up your CITI account.
 - b) If you **have registered** previously, then click on the blue “**Log in**” button located at the top right corner of the CITI program page.
 - i) Please make sure that your **@vanderbilt.edu** email address is your primary email in your CITI account.



- 2) Once registered & logged in:
 - a) There is a section called “**Institutional Courses**”
 - b) If Vanderbilt University is not listed, then click on the white button: **Add Affiliation** – located next to the question: “Would you like to affiliate with another institution?”
 - i) Follow the prompts to add **Vanderbilt University** as your institutional affiliation

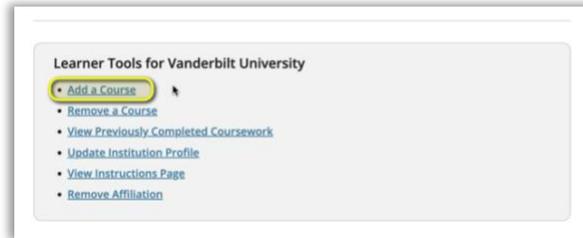


- c) If/once Vanderbilt University is listed, then there will be a blue button: **View Courses** available to click on – click on it.
 - i) If you have not accessed CITI lately, you may be asked to review your **Profile**. Review it, make any updates, then click on the blue button: **Update**.

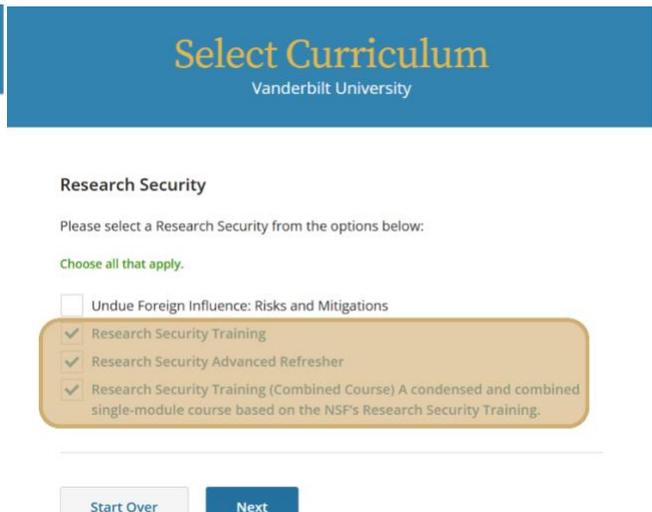
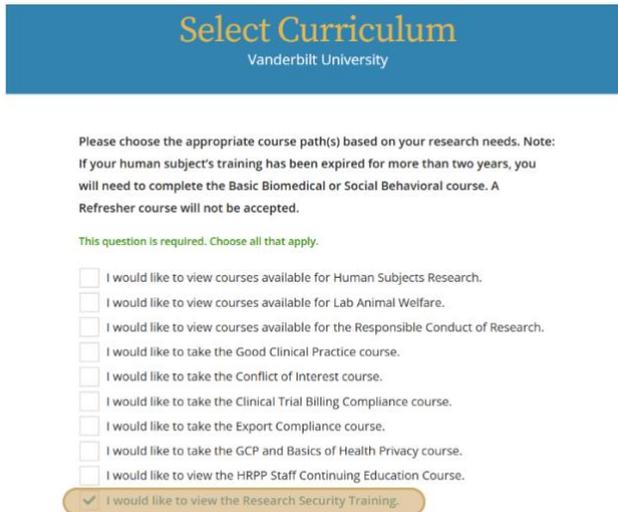


- d) After clicking on **View Courses**, you are taken to your **Vanderbilt University** courses page. You may have up to three sections: “**Active Courses**,” “**Courses Ready to Begin**” and “**Completed Courses**”
 - i) Start by reviewing section **Courses Ready to Begin**:
 - (1) Do you have either of the three below currently listed?
 - (a) if **Research Security Training** is available with a blue **Start Now** button, click on the button.
 - (i) This takes you to the **Required Modules** page – See step 3.c. below
 - (b) if **Research Security Advanced Refresher** is available with a blue **Start Now** button, click on the button.
 - (i) This takes you to the **Required Modules** page – See step 3.c. below

- (c) if **Research Security Training (Combined Course) A condensed and combined single-module course based on the NSF’s Research Security Training** is available with a blue **Start Now** button, click on the button.
 - (i) This takes you to the **Required Modules** page – See step 3.c. below
- (2) If no option is already available or your preferred option is not available, then scroll down to the bottom of page to the gray box: **Learner Tools for Vanderbilt University**.
 - (a) Click on the “**Add a Course**” link



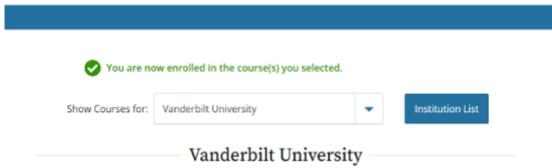
- e) From the **Add a Course** option, you are taken to a page called: **Select Curriculum** (Vanderbilt University).
 - i) Scroll to the bottom of the page
 - ii) Choose the first option: “**I would like to view the Research Security Training**”
 - iii) Click on **Next**



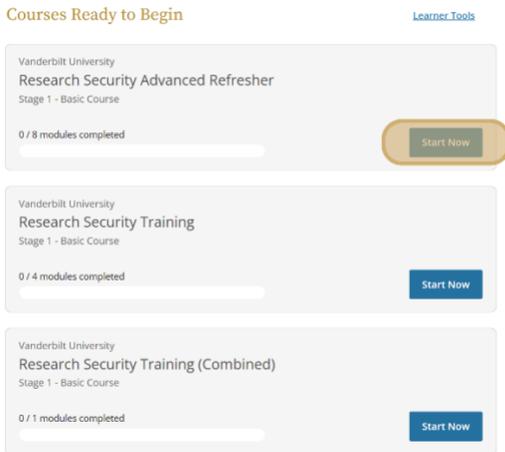
- f) Continuing on page: **Select Curriculum** (Vanderbilt University), you choose to complete the **Research Security Training OR Research Security Advanced Refresher OR Research Security Training (Combined Course) A condensed and combined single-module course based on the NSF’s Research Security Training**. You only need to take one course – please take the course that best suits your preference or as specified by the PI:
 - (1) **Research Security Training** is an interactive 4-module course created by the National Science Foundation (NSF). Each module takes approximately 1 hour to complete.
 - (2) **Research Security Advanced Refresher** is an 8 module CITI Program-created course (audio-visual only). Each module takes approximately 20-30 minutes to complete.
 - (3) **Research Security Training (Combined Course)** is the above NSF-created course condensed into four 15-minute modules.
 - i) Click on **Next**

3) After you click next:

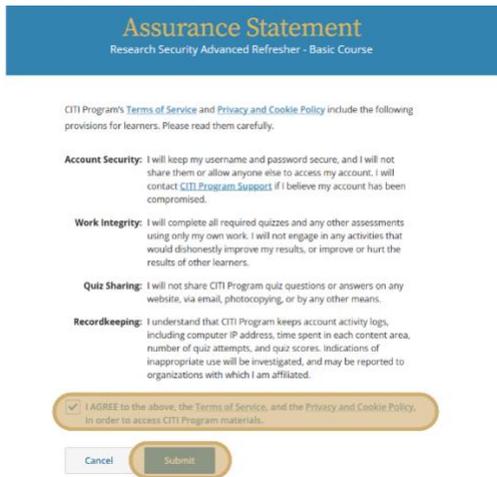
- a) You will be redirected back to your **Vanderbilt University** courses page and will see “**You are now enrolled in the course(s) you selected.**”



- b) Continuing on the **Vanderbilt University** courses page: Scroll down to the **Courses Ready to Begin Section**.
 - i) Click **Start Now** the Research Security Course you selected to take on the **Select Curriculum** page.



- c) After clicking **Start Now** you will be directed to the **Assurance Statement** page.
 - i) Read the statement and, if you agree, **check mark** the **I AGREE to the above, the Terms of Service, and the Privacy and Cookie Policy, in order to access CITI Program materials**.
 - ii) Click on **Submit**.



- d) After selecting **Submit** you will be directed to the selected course page.
 - i) Continuing on this page, under the **Required Modules** section, click **Start** on the first module.
 - (1) During the module there will be content to review, provided in either a text-based or video format.

- (2) At the end of the module you will be asked to complete a quiz based on the modules content.
- ii) Repeat this for the remainder of the required modules, if the course has multiple modules.
- (1) All required modules must be completed in order to complete the course and receive certification.



You have unfinished required or elective modules remaining.

Required Modules

Complete all 8 required modules.

| Modules | Completed | Score |
|--|------------|-------|
| Introduction to Research Security (ID 21269) | Incomplete | - |
| Risk Mitigation and Research Security (ID 21270) | Incomplete | - |

- 4) Once you have completed all required modules:
 - a) You will receive a certificate for the course’s completion, which you can download.
 - b) Work with your grants manager to upload your completion certificate into VERA with your DOE proposal.