## 1) Go to <u>https://about.citiprogram.org</u>

- 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 <u>have registered</u> 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.

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	Solutions	Catalog -	Organizations <del>-</del>	Individuals <del>-</del>	Q	Register	Log In	
AT ROOMEN								

- 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

Institutional Cour	rses
Institutional Courses are available to learners who have more subscribing institutions. If an institution with whic listed, you may want to <u>add an affiliation</u> . If you are no institution, you may want to <u>remove an affiliation</u> .	an affiliation with one or h you are affiliated is not longer associated with a listed
	View Courses
Would you like to affiliate with another Institution?	Add Affiliation

- c) If/once Vanderbilt University <u>is listed</u>, 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.

Institutional Cour	ses
Institutional Courses are available to learners who have more subscribing institutions. If an institution with which listed, you may want to <u>add an affiliation</u> . If you are no l institution, you may want to <u>remove an affiliation</u> .	an affiliation with one or h you are affiliated is not onger associated with a listed
George Washington University	View Courses
Vanderbilt University	View Courses
Would you like to affiliate with another Institution?	Add Affiliation
	Remove Affiliation

- 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  $\ensuremath{\textbf{Required}}\xspace{\ensuremath{\textbf{Modules}}}$  page See step 3.c. below
- (2) If <u>no option is already available or your preferred option is not available</u>, 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

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Learner Tools for Vanderbilt University	
• Add a Course	
Remove a Course	
View Previously Completed Coursework	
Update Institution Profile	
View Instructions Page	
Remove Affiliation	

- 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

Select Curriculum Vanderbilt University	Select Curriculum Vanderbilt University
Please choose the appropriate course path(s) based on your research needs. Note: If your human subject's training has been expired for more than two years, you	
will need to complete the Basic Biomedical or Social Behavioral course. A	Research Security
This question is required. Choose all that apply.	Please select a Research Security from the options below: Choose all that apply.
I would like to view courses available for Lab Animal Welfare.	Undue Foreign Influence: Ricks and Mitigations
I would like to view courses available for the Responsible Conduct of Research. Vould like to take the Good Clinical Practice course. Vould like to take the Conflict of Interest course. Vould like to take the Clinical Trial Billing Compliance course. Vould like to take the Export Compliance course. Vould like to take the GCP and Basics of Health Privacy course.	<ul> <li>Research Security Training</li> <li>Research Security Advanced Refresher</li> <li>Research Security Training (Combined Course) A condensed and combined single-module course based on the NSF's Research Security Training.</li> </ul>
I would like to view the HRPP Staff Continuing Education Course.	

- 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 15minute 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 <u>Terms of Service</u>, and the <u>Privacy</u> and <u>Cookie Policy</u>, in order to access CITI Program materials.
  - ii) Click on Submit.

i)



- d) After selecting **Submit** you will be directed to the selected course page.
  - 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) <u>All</u> required modules must be completed in order to complete the course and receive certification.

	Vanderbilt University			
INSTRUCTIONS Complete all 8 required modules Achieve an average score of all least 80% on all quizze saccitated with the course's module requirements	PROBLESS Or /s modules complete		score	)
You have unfini	shed required or elective modules	s remaining.		
I	Required Modules			
Complete all 8 required modules.	Required Modules			
Complete all 8 required modules.	Required Modules	Completed	Score	
Complete all 8 required modules. Modules Introduction to Research Security (ID 21269)	Required Modules	Completed	Score	art
Complete all 8 required modules. Modules Introduction to Research Security (ID 21269) Risk Metgation and Research Security (ID 21220)	Required Modules	Completed Incomplete	Score - Sta	art

- 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.