



UNIVERSITY *of*
WEST FLORIDA

Accessing the Research Security Training on CITI

*Research Administration and
Engagement*

The National Science Foundation now requires that all PIs and Senior Project Personal listed on proposals must take Research Security Training, in accordance with the CHIPS and Science Act of 2022.

The training is available in CITI and PIs must recertify annually.

- If you do not have a CITI account, you may continue to the next page.
- If you already have a CITI account, you may skip to page 6 of this instruction page.

Creating a CITI Account

To access this training, you may access CITI (<http://www.citiprogram.org/>) and click on the “Register” button located on the top-right corner of the homepage

Step 1: under Organization Affiliation, type and select “University of West Florida.” Then, check each box

Step 2: enter your Name and Email Address.

Step 3: Add a Security Question and Answer.

Step 4: Enter your country of residence. You may also connect your ORCID iD (optional).

Step 5: Some professionals can earn continuing education credits by completing the CITI program. Please note that, as students, you should select “No.”

Step 6: Enter the required additional information.

- You may need to answer all applicable questions in this section of the questionnaire.
- Scroll down to Question 9 for the Research Security section and select **Research Security Training (Combined Course)**.

Question 9

Research Security

This course is required for all PI's, Co-PI's, and Key Personnel listed on Sponsored Research proposals. You may skip this question if your research will not be externally funded.

☐

Research Security Training (Combined Course)

☐

Not at this time



After this questionnaire, your courses should appear on your CITI homepage. You may skip to the last page of this instruction page.

If you Already have a CITI Acct.

- Log in to <http://www.citiprogram.org/>.
- Under the My Courses, select “Add a Course” under the *Learner Tools for University of West Florida* section at the bottom of the page.

Learner Tools for University of West Florida

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

If you Already have a CITI Acct.

- You may need to answer all applicable questions in this section of the questionnaire.
- Scroll down to Question 9 for the Research Security section and select **Research Security Training (Combined Course)**

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Research Security Training (Combined Course)

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Not at this time



After Training is Complete

Once you complete the Research Security training, submit any certification you may have to RAE@uwf.edu.

If you cannot find this course, please contact RAE@uwf.edu.