

## Required CITI Training for Tennessee Tech Covered Individuals\* on Federal or State Funded Research or Awards

*\* As defined in Section 10638(1)(A) of the CHIPS and Science Act of 2022, a covered individual is a person who contributes in a substantial and meaningful way to the scientific development or execution of a research and development project proposed to or funded by a federal or state agency. For the purpose of this training requirement, Covered Individuals include Tennessee Tech faculty, staff, and students whose research and development activities are funded by federal or state awards.*

In the CITI training website, the required training consists of:

- **“Social and Behavioral Responsible Conduct of Research”** or the RCR course that applies to your field
- **“Research Security Training” OR “Research Security Training (Combined)”**
- **“CITI Export Controls Course”**

Each training course has several modules. At the end of each module, you will need to complete a two- to five-question quiz. The courses must be passed with a grade of 80% or higher.

### **CITI Training Instructions:**

Go to <https://www.citiprogram.org/>. Create an account through the “Register” link.

#### **Step One:**

- ➔ Under “Select Your Organizational Affiliation,” begin typing “Tennessee Technological University” and select it when it comes up
- ➔ Check “I AGREE to terms...” and “I affirm that I am an affiliate...”
- ➔ Click on “Create a CITI Program account”

#### **Step Two:**

- ➔ Provide name and email address (TTU faculty members, staff, or students must use their TNTECH.edu email address)

#### **Step Three:**

- ➔ Select a username, password, and security question

#### **Step Four:**

- ➔ Select country of residence and answer the question about being contacted by CITI

#### **Step Five:**

- ➔ Select “No”
- ➔ Click “Submit”

#### **Step Six:**

- ➔ Provide the required information
- ➔ Under “Role in Research,” select the one that best describes your role in the research

#### **Step Seven:**

- ➔ Under Question 1, if your research does not involve using human subjects, select “Not at this time.”
- ➔ Under Question 2, select the “Responsible Conduct of Research” course that applies to your field
- ➔ Under Question 3, select “CITI Export Controls”
- ➔ If your research does not include using animal subjects, skip Question 4
- ➔ Under Question 5, select “I am not required to complete the IPS course at this time”
- ➔ Under Question 6, select either “Research Security Training” or “Research Security Training (Combined)”
- ➔ Click “Submit” to finalize registration
- ➔ You’re now ready to complete the required training courses. All your required courses should appear on the “Courses” page.

Once you have completed the training, download and save the certificates of completion.