

# Research Security Training

*A “how to” guide for getting started*

VUMC Office of Research



# Why do I need Research Security training?

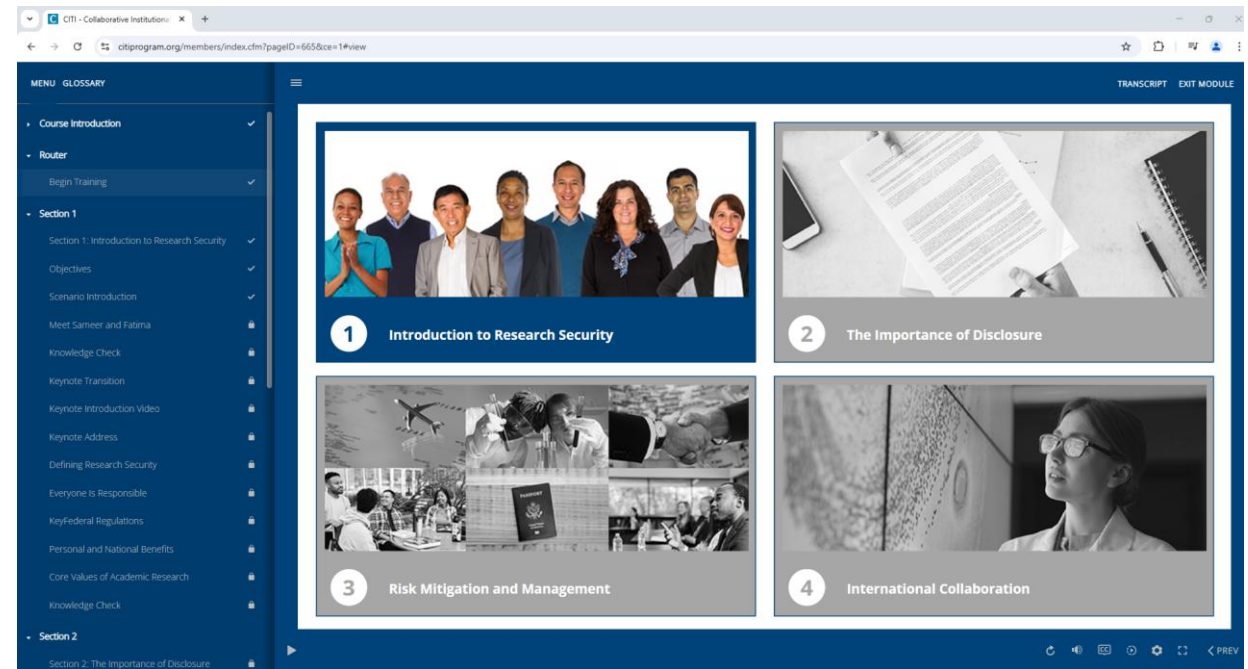
- As a federal grant recipient, VUMC must maintain a Research Security Program, with Research Security Training as a key element
- This requirement and others were outlined in National Security Presidential Memorandum 33 (issued on Jan. 14, 2021) and codified in the "CHIPS and Science Act of 2022," Section 10634
- VUMC requires research security training for all covered individuals. We are ALL partners in understanding risks and keeping VUMC research secure.

Personnel on federally-funded research grants must take the training less than one year **prior to grant submission!**

Learn more in the FAQs here:  
<https://www.nsf.gov/research-security/training>

# CITI training

- We have partnered with CITI to offer “Research Security Training (Combined Course) A condensed and combined single-module course based on the NSF’s Research Security Training”
- This module meets the federal training requirements
- You will need a free CITI account
- It may take 1-2 hours to complete



This single-module course contains the following sections:

- Section 1: Introduction to Research Security
- Section 2: The Importance of Disclosure
- Section 3: Risk mitigation and Management
- Section 4: International Collaboration

# Create a CITI account

*Already have a CITI account? Skip to next slide*

- Visit <https://about.citiprogram.org/>
- Click “Register” to create a new account
- Click “Select Your Organization Affiliation” and select **Vanderbilt University**
- Review and agree to terms and affirm that you are an affiliate of Vanderbilt University
- Enter personal information; **use vumc.org or vanderbilt.edu email** address as primary!
- Create log in credentials and finish registration
  - Please **connect your ORCID iD** to help us accurately track and report completed training!
- See the [CITI guide to getting started](#) for more help

A screenshot of the 'CITI - Learner Registration' form. The form has a progress bar showing 'Steps: 1 2 3 4', with '1' highlighted. The current step is 'Select Your Organization Affiliation'. It includes a note: 'This option is for persons affiliated with a CITI Program subscriber organization.' Below this, it says 'To find your organization, enter its name in the box below, then pick from the list of choices provided.' A search box contains the text 'vanderbilt', and a dropdown menu below it shows 'Vanderbilt University' selected and highlighted with a red box. At the bottom of the form is a button labeled 'Return to Options'.

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).

# Affiliate an existing CITI account

*Already affiliated with VU? Skip to next slide*

- Visit <https://about.citiprogram.org/>
- Click “Log in”
- Check if you are affiliated with Vanderbilt University: will show up on “My Courses” tab
- If you do NOT already see VU as shown (red box), click “add affiliation” (either yellow box)
- Search **Vanderbilt University** and agree to terms
- Proceed to next step once you see Vanderbilt University on your institutional course list

The screenshot shows the CITI Program members interface. At the top, the user is logged in as Amy Martinez (ID 1858573). The navigation bar includes links for My Courses, My Records, My CEs, Support, and Admin. A welcome banner displays the user's name and statistics: 7 Courses Completed and 15 Years of Membership. Below the banner, the 'Institutional Courses' section is visible. It contains a list of affiliated institutions, with 'Vanderbilt University' highlighted by a red box. To the right of this list are 'View Courses' buttons. Below the list, there are two questions: 'Would you like to affiliate with another Institution?' and 'Would you like to remove an existing affiliation?'. The 'Add Affiliation' button is highlighted by a yellow box, and the 'Remove Affiliation' button is also highlighted by a yellow box. The bottom of the page shows the start of the 'Independent Learner' section.

# Update your institutional profile

*This step is critical for tracking and reporting of your course completion! Please do not skip.*

- Navigate to “Profiles”
- Scroll to “linked identifiers” and add your ORCID iD (if you have one)

## IMPORTANT STEP!!!!

- Click “Edit Profile” beside Vanderbilt University
  - Confirm your VUMC.org or Vanderbilt.edu email is your “institutional email address”
  - Confirm your Department is correct
  - Confirm your Role is correct

CITI PROGRAM 25th Anniversary

English

Amy Martinez  
ID 1858573

1 Profiles

Preferences

Purchases

Log Out

My Courses My Records My CEs Support

## Profiles

### Linked Identifiers *i*

ORCID® iD *id* 0000-0002-8088-7398 Remove ORCID iD

### Institutional Profiles

Institutional Profiles contain additional data requested by institutions with which you are affiliated, for management and monitoring of your learning activities. To view or edit this information, use one of the Edit Profile buttons below. 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](#).

Vanderbilt University	3 Edit Profile
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# Add Research Security course

- Navigate to “My Courses” tab
- Click “View Courses” beside Vanderbilt University
- Scroll to “Learner Tools” box and click “Add a Course”

**Learner Tools for Vanderbilt University**

3 [Add a Course](#)

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

The screenshot shows the CITI Program website interface. At the top, there's a navigation bar with the CITI Program logo, a '25th Anniversary' banner, and tabs for 'My Courses', 'My Records', 'My CEs', 'Support', and 'Admin'. A user profile for 'Amy Martinez' (ID 1858573) is visible. Below the navigation bar, a blue banner welcomes the user and shows '7 Courses Completed' and '15 Years of Membership'. The main content area is titled 'Institutional Courses' and explains that courses are available to learners with institutional affiliations. It lists 'Vanderbilt University' and 'VIP DEMO' as affiliated institutions, each with a 'View Courses' button. There are also buttons for 'Add Affiliation' and 'Remove Affiliation'. A red circle with the number '2' highlights the 'View Courses' button for Vanderbilt University. At the bottom, there's a section for 'Independent Learner'.



# Add Research Security course

- Review instructions; scroll to course list and select **“I would like to view the Research Security Training”**

## CITI Course Enrollment Questions

[View Instructions Page](#)

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 Refresher course will not be accepted.

This question is required. Choose all that apply.

- ☐ I would like to view courses available for Human Subjects Research.
- ☐ I would like to view courses available for Lab Animal Welfare.
- ☐ I would like to view courses available for the Responsible Conduct of Research.
- ☐ I would like to take the Good Clinical Practice course.
- ☐ I would like to take the Conflict of Interest course.
- ☐ I would like to take the Clinical Trial Billing Compliance course.
- ☐ I would like to take the Export Compliance course.
- ☐ I would like to take the GCP and Basics of Health Privacy course.
- ☐ I would like to view the HRPP Staff Continuing Education Course.
- ☒ I would like to view the Research Security Training.

Start Over

Next

## IMPORTANT STEP!!!!

Select the course titled **“Research Security Training (Combined Course) A condensed and combined single-module course based on the NSF’s Research Security Training.”**

This module is REQUIRED for VUMC faculty and staff. You may take the other modules as well, but they will not fulfill the training requirements.

## Research Security

Please select a Research Security from the options below:

Choose all that apply.

- ☐ Undue Foreign Influence: Risks and Mitigations
- ☐ Research Security Training
- ☐ Research Security Advanced Refresher
- ☒ Research Security Training (Combined Course) A condensed and combined single-module course based on the NSF’s Research Security Training.

Start Over

Next



# Complete Research Security course

- You are now enrolled! Click “Start Now” and then “View Module” to launch the training
- Progress is automatically saved when you select “Exit Module”
- Return to the training at any time by navigating to “My Courses” and accessing your Vanderbilt University courses

## Research Security Training (Combined)

Vanderbilt University - Research Security Training (Combined)

This module is only available in Audio-Visual format.



[View Module](#) 

Recommended browsers for Audio-Visual:  
Current versions of Google Chrome, Microsoft Edge, Safari, or Firefox ([Enable Autoplay](#))

✓ You are now enrolled in the course(s) you selected.

Show Courses for: Vanderbilt University

[Institution List](#)

Vanderbilt University

### Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

### Courses Ready to Begin

[Learner Tools](#)

Vanderbilt University  
Export Compliance  
Stage 1

0 / 1 modules completed

[Start Now](#)

Vanderbilt University  
Research Security Training (Combined)  
Stage 1 - Basic Course

0 / 1 modules completed

[Start Now](#)

# Reporting course completion

- Course completion is automatically recorded in CITI. Reports will be periodically captured and submitted to the VUMC Office of Sponsored Programs.
- **If you complete your Research Security training less than 1 month before a grant submission**, please email [ResearchSecurity@vumc.org](mailto:ResearchSecurity@vumc.org) with your name, department, and grant submission date.
- The Research Security team will confirm your records in CITI and notify OSP of the course completion.

## Contact

[ResearchSecurity@vumc.org](mailto:ResearchSecurity@vumc.org)  
with any questions about the  
training requirement or  
tracking/reporting!

Additional Contacts:

[amy.f.martinez@vumc.org](mailto:amy.f.martinez@vumc.org)

[katelyn.poole@vumc.org](mailto:katelyn.poole@vumc.org)

# Thank you for your partnership to keep VUMC research secure, innovative, and compliant!



### What is Disclosure?

Click on each button to learn more and move forward.

✓ What is Disclosure?

How is Disclosed Information Used?

### What is Disclosure?

Examples of information all senior and key personnel are asked to disclose include:

- Current and pending sources of research funding or in-kind support
- Outside employment
- Business ownership or a significant stake in a company, appointments, and affiliations.

### What are the benefits of research security?

Choose all that apply.

Maintains trust

Makes research findings less accessible to public

Nurtures innovation

Protects economic security

Safeguards data

Complicates the research project

Submit