

Access Instructions for CITI Export Control Compliance Training.
Please read very carefully.

Go to <http://citiprogram.org>

Register with a user name and password (or log in if already registered). **You may make up a CITI user name and password or use your UT log-in information, just be sure it is something you will remember.** Complete registration and, where indicated, use “officially assigned” UT NetID and e-mail address (no aliases, gmail, etc.).

*****VERY, VERY IMPORTANT. Please read carefully: You MUST “Affiliate” with “University of Tennessee Knoxville” (NOT “University of Tennessee Health Sciences Center Knoxville” or any other UT institution). *****
You may also affiliate with another institution but their requirements may be different so please take your training through “University of Tennessee Knoxville” or we have no record of your completion. – CITI has made some changes to their institutional affiliation process. If you have any problem locating the correct institution please contact ortraining@utk.edu.

Select the course/s you wish to take:

Q1: IRB/Human Subjects Research options (choose one: Biomedical or Social & Behavioral)

Important Notes on IRB training:

- DO NOT register for the options “IRB Member,” “IRB Chair,” “Students conducting no more than minimal risk research,” or “Other.” These course options **do not satisfy** the training requirements that are necessary at UTK. Our CITI website is in the process of being revised to reflect these changes.
- The S&B course options “**IRB Member**” and “**IRB Chair**” are for **FACULTY ONLY** who are serving as an actual IRB Member at either the departmental or campus level or as the IRB Chair, of which there is only one.
- If you take either of these courses, above, and are not faculty actively serving as an IRB Member (departmental or campus) or IRB Chair, **you will have to go back and take the appropriate Basic/Refresher course in Human Subjects Research.**

Q2: IRB Chair (**ONLY if you are/will soon be the IRB Chair – Faculty Only**)

Q3: Responsible Conduct of Research options (at present, this is required for NSF and NIH grants)

Q4: Conflicts of Interest mini-course

Q5: Export Control

When you have satisfactorily completed all of the course requirements, you will see a link to print out a completion/grade report. **This report is your ONLY proof of training.** There is no other certificate of completion issued by UTK for CITI courses. Keep a copy of this report for your records.

If you have any questions or problems with accessing the training please contact me at ortraining@utk.edu. For all other Export Control questions contact [Dairin Malkemus](mailto:Dairin.Malkemus), Compliance Officer for Export Control and Conflict of Interest.

Sincerely,
Lesli Rowan
Training Coordinator
Office of Research & Engagement
ortraining@utk.edu