



September 24, 2025

CITI Research Security Training Instructions

New Users:

- Research security training should be completed at <https://www.citiprogram.org/portal?site=1198>. Logins should not be shared; CITI tracks course completion individually.
- Click on “Register” and establish the Organizational Affiliation with University of Delaware to create a user account.
- Fill out the user profile screens and create a username and password.
- UD users must enter their udel.edu email address as the preferred email address during account setup.

Existing Users:

1. Once logged into [CITI](#), select “View Courses” for University of Delaware and then “Add a Course” which will direct users to a questionnaire.
2. Select **Research Security Training (Combined)** at Question 10. There are other courses offered, but only Research Security Training (Combined) is required.
3. Please note that all courses are free; if users are asked to pay a fee, then a step was missed in the registration process (such as affiliation with UD).
4. When ready to begin the training, select “Start Now” for Research Security Training (Combined). The course contains four required modules: 1) Introduction to Research Security; 2) The Importance of Disclosure; 3) Risk Mitigation and Management; and 4) International Collaboration. Use the Next button to navigate forward through the modules as each screen is completed.
5. The training takes at least one hour and can be completed in one session or multiple sessions (utilize the “Exit Module” button in the top right corner to save progress and resume later). Quizzes are contained in each module.
6. After successfully completing the research security training, users may download the Completion Certificate for verification purposes.