

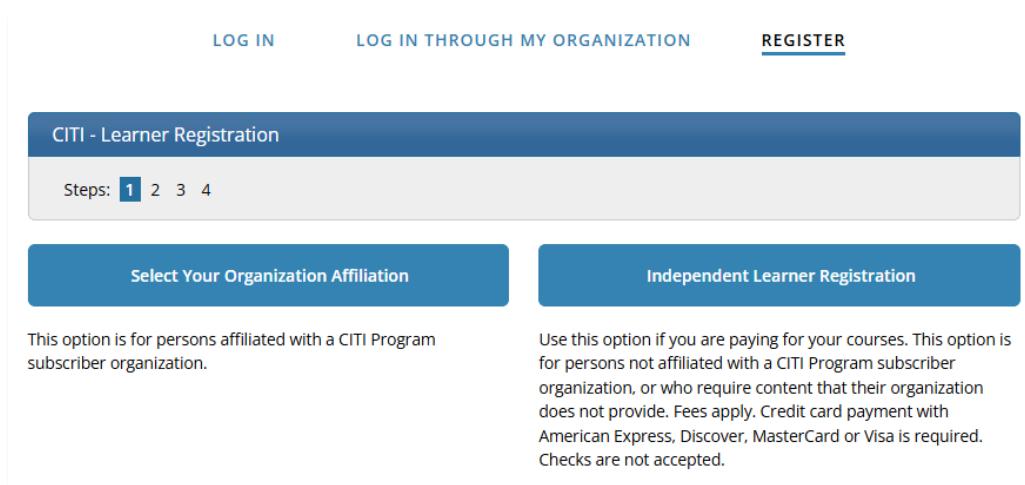
For individuals identified as Senior/Key Personnel, the below satisfies the institutional and NIH requirement to complete training in Other Support Disclosure. For questions about this training, please contact AshLeigh Sanchez (asanchez@mcw.edu).

1. Log into CITI: <https://about.citiprogram.org/>

- a. If you have not created an account, click the **Register** button, otherwise jump to Step 2



- b. Click **Select Your Organization Affiliation** and enter “Medical College of Wisconsin” to find/add it from the list



- c. Check the boxes to agree to the Terms of Service and affirmation of affiliation, then click **Create a CITI Program Account**
 - d. Enter your First Name, Last Name, and email, then click **Continue to Step 3**
 - e. Create a User Name and Password, then click **Continue to Step 4**
 - f. Enter Country of Residence and answer the contact question, then click **Continue Registration**
 - g. Answer if you are a licensed professional and would like to earn CE credits, then hit **Submit**
 - h. Provide the MCW-required information, then click **Continue** (Jump to step 5 below)

2. Click **My Courses** in the banner



3. Under Institutional Courses, click **View Courses**



Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. 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](#).

Medical College of Wisconsin [View Courses](#)

Would you like to affiliate with another Institution? [Add Affiliation](#)

Would you like to remove an existing affiliation? [Remove Affiliation](#)

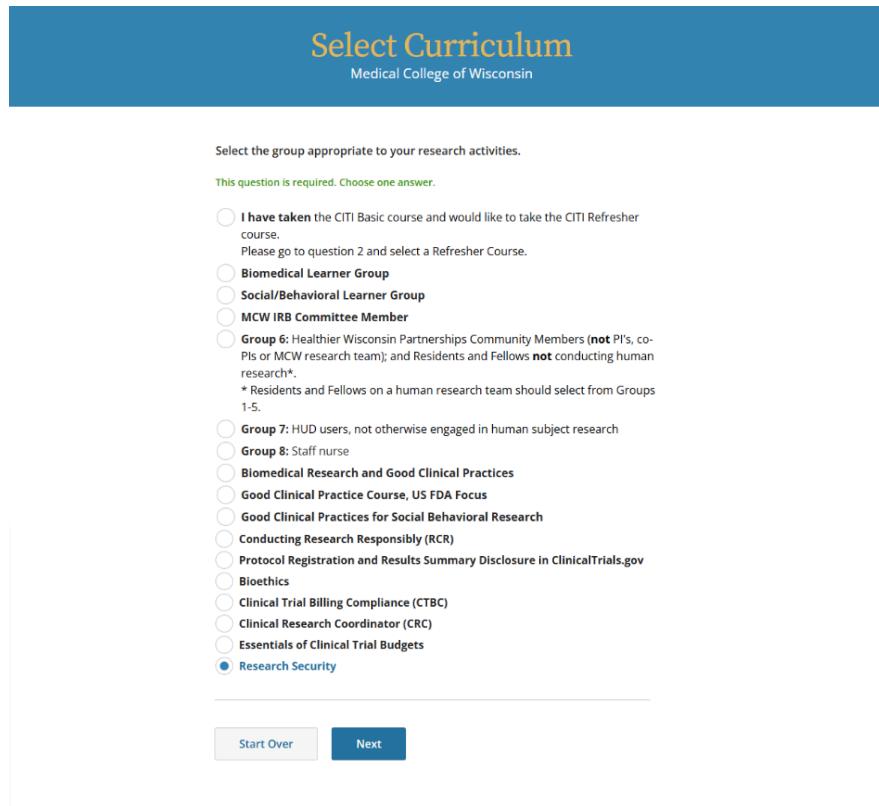
4. Scroll to the bottom of the courses list (these are courses you are enrolled in) and click **Add a Course**



Learner Tools for Medical College of Wisconsin

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

5. From the Select Curriculum screen, select Research Security and click **Next**



Select Curriculum

Medical College of Wisconsin

Select the group appropriate to your research activities.

This question is required. Choose one answer.

I have taken the CITI Basic course and would like to take the CITI Refresher course.
Please go to question 2 and select a Refresher Course.

Biomedical Learner Group

Social/Behavioral Learner Group

MCW IRB Committee Member

Group 6: Healthier Wisconsin Partnerships Community Members (not PIs, co-PIs or MCW research team); and Residents and Fellows **not** conducting human research*.
* Residents and Fellows on a human research team should select from Groups 1-5.

Group 7: HUD users, not otherwise engaged in human subject research

Group 8: Staff nurse

Biomedical Research and Good Clinical Practices

Good Clinical Practice Course, US FDA Focus

Good Clinical Practices for Social Behavioral Research

Conducting Research Responsibly (RCR)

Protocol Registration and Results Summary Disclosure in ClinicalTrials.gov

Bioethics

Clinical Trial Billing Compliance (CTBC)

Clinical Research Coordinator (CRC)

Essentials of Clinical Trial Budgets

Research Security

[Start Over](#) [Next](#)

6. To complete the abbreviated, 1-hour training, select Research Security Training (Combined Course) A condensed and combined single-module course based on the NSF's Research Security Training, then click **Next**

Research Security

Please select a Research Security course from the options below:

Choose all that apply.

Research Security Training (Combined Course) A condensed and combined single-module course based on the NSF's Research Security Training.

Research Security Training (NSF course)

Research Security Advanced Refresher

Start Over **Next**

7. You are now enrolled – click **Start Now** to begin the course

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

Medical College of Wisconsin
Research Security Training (Combined)
Stage 1 - Basic Course

0 / 1 modules completed **Start Now**

8. Check the box to agree to the Assurance Statement, then click **Submit**

Assurance Statement
Research Security Training (Combined) - Basic Course

CITI Program's [Terms of Service](#) and [Privacy and Cookie Policy](#) include the following provisions for learners. Please read them carefully.

Account Security: I will keep my username and password secure, and I will not share them or allow anyone else to access my account. I will contact [CITI Program Support](#) if I believe my account has been compromised.

Work Integrity: I will complete all required quizzes and any other assessments using only my own work. I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.

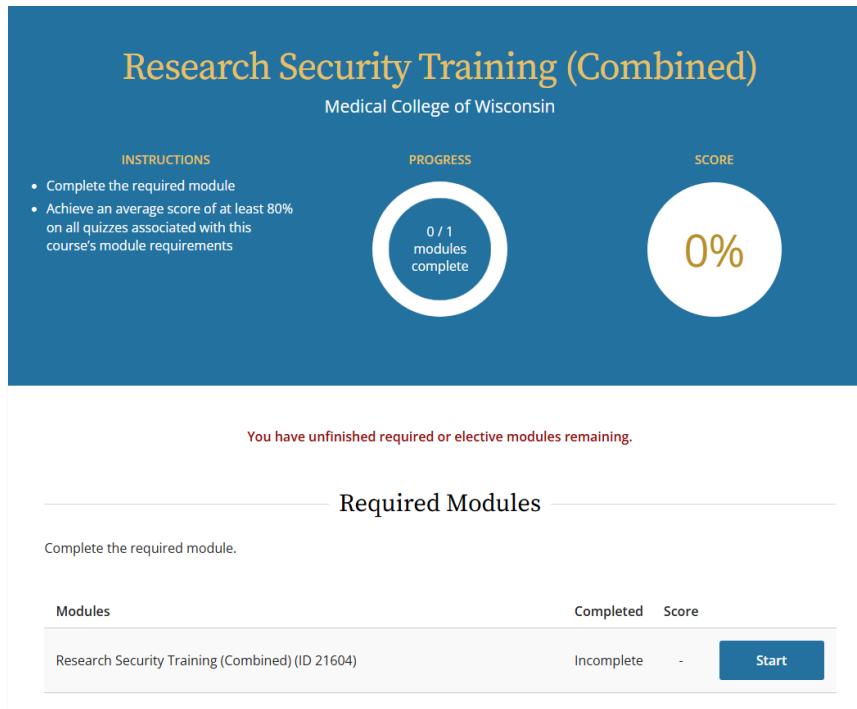
Quiz Sharing: I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or by any other means.

Recordkeeping: I understand that CITI Program keeps account activity logs, including computer IP address, time spent in each content area, number of quiz attempts, and quiz scores. Indications of inappropriate use will be investigated, and may be reported to organizations with which I am affiliated.

I AGREE to the above, the [Terms of Service](#), and the [Privacy and Cookie Policy](#), in order to access CITI Program materials.

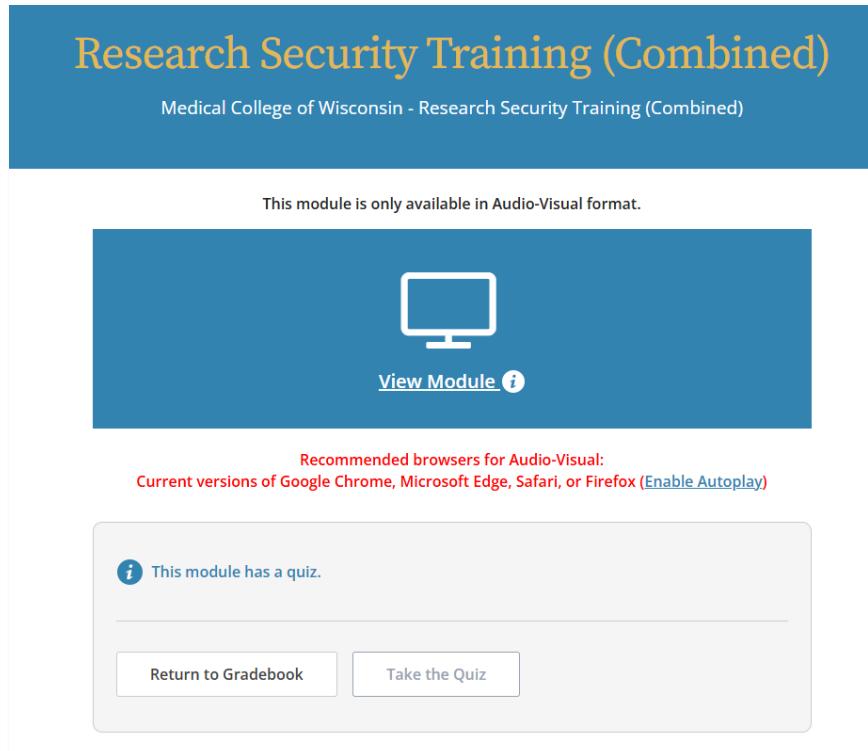
Cancel **Submit**

9. Click **Start** when you are ready to begin the module (the training takes ~1 hour)



The screenshot shows the CITI Research Security Training (Combined) dashboard. At the top, it displays the title "Research Security Training (Combined)" and the institution "Medical College of Wisconsin". Below this, there are three circular summary metrics: "INSTRUCTIONS" (Complete the required module, Achieve an average score of at least 80% on all quizzes associated with this course's module requirements), "PROGRESS" (0 / 1 modules complete), and "SCORE" (0%). A message below the progress bar states "You have unfinished required or elective modules remaining." The "Required Modules" section is titled "Required Modules" and contains a single item: "Complete the required module." A table below shows the module details: "Modules" (Research Security Training (Combined) (ID 21604)), "Completed" (Incomplete), and "Score" (N/A). A blue "Start" button is visible next to the module name.

10. Click **View Module** to start – the interactive course includes audio and video



The screenshot shows the "Research Security Training (Combined)" module page. The title "Research Security Training (Combined)" and the institution "Medical College of Wisconsin - Research Security Training (Combined)" are at the top. A message states "This module is only available in Audio-Visual format." Below this is a large blue button with a computer monitor icon and the text "View Module". A note below the button says "Recommended browsers for Audio-Visual: Current versions of Google Chrome, Microsoft Edge, Safari, or Firefox (Enable Autoplay)". A callout box indicates "This module has a quiz." with "Return to Gradebook" and "Take the Quiz" buttons.

11. Click **Begin** and follow the prompts to the end



12. Following the training, the 1-question Quiz requires an attestation – check Yes, then click **Submit**

Research Security Training (Combined)

Medical College of Wisconsin - Research Security Training (Combined)

Quiz

Instructions: Please provide an answer for all questions. Each question is one point. Click on the Submit button to register your answers. After submitting your answers, the correct answer to each question and an explanation will be displayed. Navigational links to the next module will also be provided.

All quiz questions count towards your score. You should answer all questions.

Research Security Training (Combined)

Question 1

I have completed the Research Security Training (Combined) course.

No

Yes

Submit

13. Click **View Post-Course Completion Options** to generate a Completion Certificate

Quiz Results

You correctly answered **1 of 1** quiz questions.

Question 1

Question	I have completed the Research Security Training (Combined) course.
Your Answer	Yes
Result	Correct
Comment	Course completed.

i You scored 100% on the quiz.

✓ Congratulations! You have completed this Course.

[View Post-Course Completion Options](#)

14. Click **Access Your Completion Records**

Post-Course Completion Options

Medical College of Wisconsin - Research Security Training (Combined) - Basic Course

✓ Congratulations! You have completed the "Research Security Training (Combined) - Basic Course" course.

→ [Access your Completion Records](#)
View, Print, or Share via link your Completion Certificate or Completion Report for this course.

→ [Independent Learner Courses](#)
Purchase additional training. New offerings include Clinical Research Coordinator (CRC), Disaster Planning for the Research Enterprise (DPRE), Good Laboratory Practice (GLP), and more.

→ [Post-Course Evaluation](#)
Fill out a voluntary post-course evaluation.

→ [Return to Courses](#)
Review your completed modules and continuing education (CE/CEU) credit eligibility (if applicable).

15. Select **View/Print** under Completion Certificate to download a PDF

Medical College of Wisconsin
ID 451

Research Security Training (Combined)

Name	Stage	Completion Date	Expiration Date	Record ID
AshLeigh Sanchez	1 - Basic Course	23-Sep-2025	23-Sep-2026	72524515

Completion Report
Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

Completion Certificate
Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#) [Copy Link](#) [View / Print](#) [Copy Link](#) [Add to LinkedIn](#)

Example Certificate:

CITI PROGRAM



Completion Date 23-Sep-2025
Expiration Date 23-Sep-2026
Record ID 72524515

This is to certify that:

AshLeigh Sanchez

Has completed the following CITI Program course:

Research Security Training (Combined)
(Curriculum Group)
Research Security Training (Combined)
(Course Learner Group)
1 - Basic Course
(Stage)

Under requirements set by:

Medical College of Wisconsin

CITI
Collaborative Institutional Training Initiative
101 NE 3rd Avenue, Suite 320
Fort Lauderdale, FL 33301 US
www.citiprogram.org

Not valid for renewal of certification through CME.

Generated on 23-Sep-2025. Verify at www.citiprogram.org/verify/?w78ae909c-a235-467b-958d-e1868f66804d-72524515