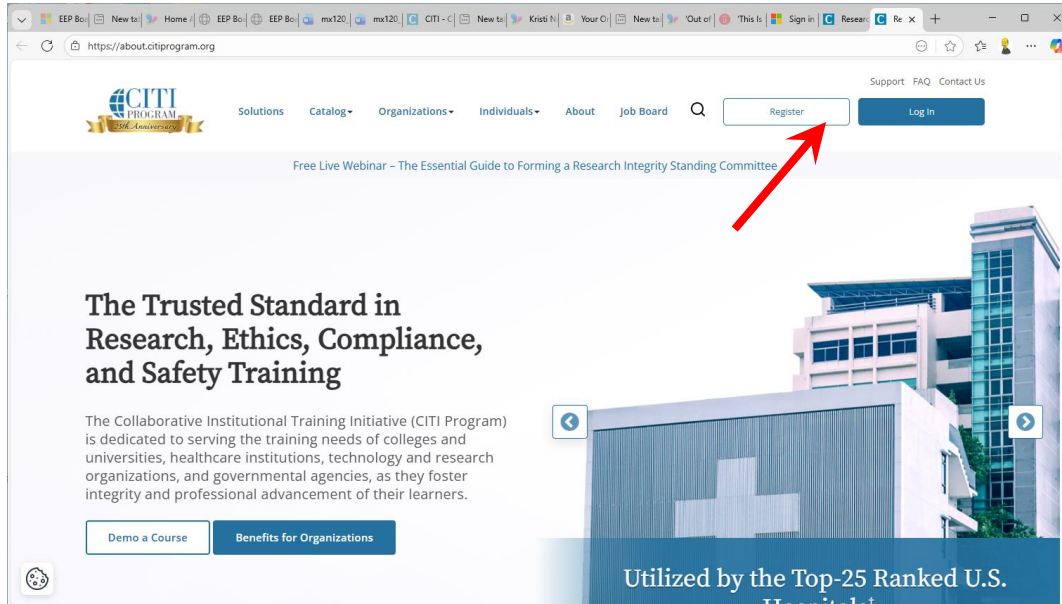


How to login to register and access the SBIR/STTR grant writing course.

STEP 1.

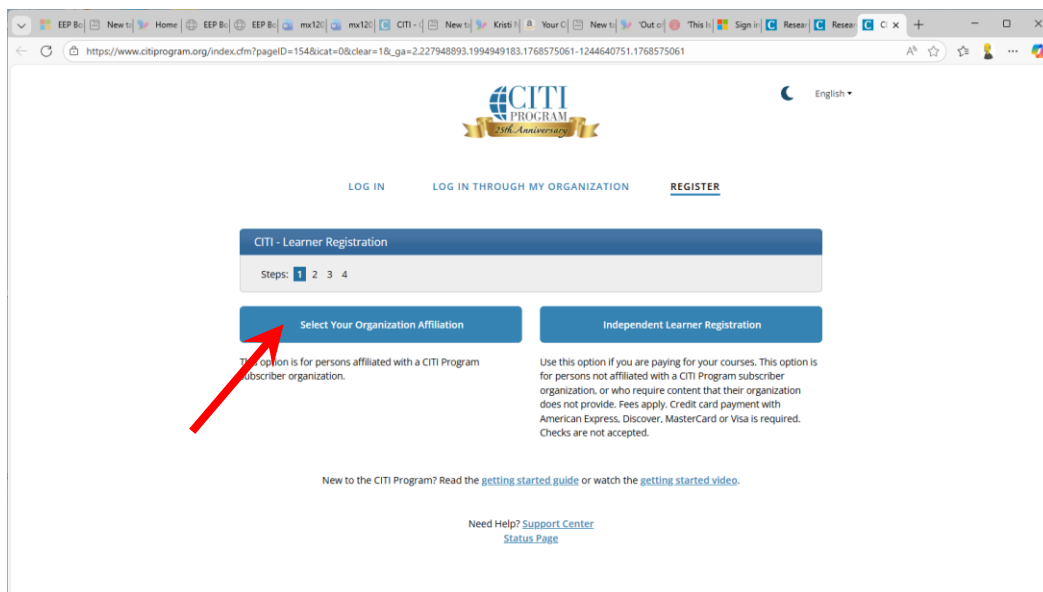
Go to the CITI Program website at <https://about.citiprogram.org>

If you have a CITI program account, select login. After logging in, proceed to Step 7 or 8 below. If you do not have an account, select register (see below).



STEP 2.

Click on “Select your Organization Affiliation”, and select University of Alabama in the following page.



STEP 3.

Agree to the terms of service, and then select “Create a CITI Program account” (see below).

The screenshot shows the CITI Program registration page at Step 3, titled "CITI - Learner Registration". The progress bar indicates steps 1, 2, 3, and 4, with step 3 being the current step. The section is "Select Your Organization Affiliation". It includes a text input field with "University of Alabama" entered. Below the field, there is a note: "University of Alabama allows the use of Single Sign On (SSO) or a CITI Program username/password for access." There are two checkboxes: "I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials" (checked) and "I affirm that I am an affiliate of University of Alabama." (checked). At the bottom, there are two buttons: "Log In with University of Alabama" and "Create a CITI Program account". A red arrow points to the "Create a CITI Program account" button.

STEP 4. Enter your personal, account, and country information (see below). Note that an ORCID ID is not required.

The screenshot shows the CITI Program registration page at Step 4, titled "CITI - Learner Registration - University of Alabama". The progress bar indicates steps 1, 2, 3, and 4, with step 4 being the current step. The section is "Personal Information". It includes a note: "* indicates a required field." There are four text input fields: "First Name", "Last Name", "Email Address", and "Verify email address". Below these fields, there is a paragraph: "We urge you to provide a second email address. If you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address." There are two more text input fields: "Secondary email address" and "Verify secondary email address". At the bottom, there is a button labeled "Continue To Step 3".

CITI - Learner Registration - University of Alabama

Steps: 1 2 3 4

Create your Username and Password

* Indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive: "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 12 to 50 characters. Your password IS case sensitive: "A12B34CD" is not the same as "a12b34cd".

* Password * Verify Password

Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.

* Security Question

* Security Answer

Continue To Step 4

CITI - Learner Registration - University of Alabama

Steps: 1 2 3 4

* Indicates a required field.

Would you like to connect your ORCID® ID to your CITI Program account? [?](#)

☐ Connect your ORCID ID

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? [?](#)

☐ Yes ☒ No

Continue Registration

STEP 5. Indicate if you require a professional validation of your courses. Most students or faculty at UA doing research may not need this validation. Even if you don't select this option, the CITI Program will still keep track of your courses for the purposes of writing IRB-Approved Animal or Human Subjects Research. This SBIR/STTR course is not typically a requirement for anything like this, and will simply help you write a better SBIR/STTR proposal.

Continuing Education

Your CE Credit Status

What are continuing education (CE) credits?

CE credits are used by licensed professionals in fields such as healthcare and education to maintain their licensed status. They are not related to the credit hours earned by students at academic institutions, and most students cannot make use of CE credits.

[Learn more about CE credits.](#)

Are you a licensed professional who would like to earn CE credits?

☒ No ☐ Yes

Submit

Purchasing or Claiming your earned CE/CME credits

Follow steps below to purchase or claim CE/CME credits you already earned:

- Click on "Courses" tab at top left of this page and click "View Courses" for your institution.
- Scroll down to "Active Courses" and/or "Completed Courses" section, as applicable.
- Click on the "Apply Now" or "Claim Now" link posted in your course box(es) at top-right corner next to a "CE" badge.

Your CE certificate(s) will be posted on this page after purchasing or claiming them.

STEP 6. Finalize your Affiliation with the University of Alabama, by providing specific information about your association with the university.

Affiliate with an Institution
University of Alabama

Home > Profiles > Affiliate with an Institution

Please provide the following information requested by University of Alabama.

Fields marked with an asterisk (*) are required.

Language Preference

English

Institutional email address *

We recommend providing an email address issued by University of Alabama or an approved affiliate, rather than a personal one like @gmail, @hotmail, etc. This will help University of Alabama officials identify your learning records in reports.

pjludovice@ua.edu

Verify Institutional email address *

pjludovice@ua.edu

Highest degree *

Ph.D.

STEP 7. Answer a series of questions about what courses you want to take. This series of questions takes you through a number classes typically required for laboratory research, particularly with animals and human subjects. If you are just interested in this SBIR/STTR you should go to Question 11 before submitting (see below).

EEP B: New t: Home EEP B: EEP B: mx12: mx12: CITI - New t: Kristi B: Your C: New t: Out c: This t: Sign in C Resea C Resea C x + - □ X

← ↻ https://www.citiprogram.org/members/index.cfm?pageID=167&instID=1181#view A ☆ ☆ 👤 ...

Select Curriculum

University of Alabama

THE UNIVERSITY OF
ALABAMA

Research &
Economic Development
Office for Research Ethics & Compliance

You will be provided with a series of enrollment questions. Your responses will determine your course enrollment. Please read the questions carefully.

For questions regarding course requirements or selection, please contact:

Emilee Belk, Office of Research Integrity & Conflicts of Interest Program (RICIP)
eahooper@ua.edu
205-348-6749

For Technical Support with the CITI Program website, please contact:
[CITI Program Support](#)

[View Instructions page.](#)

Question 1

Human Subjects Protection

Human Subjects Protection is required for any individual exposed to the research

-
-
-

EEP B: New t: Home EEP B: EEP B: mx12: mx12: CITI - New t: Kristi B: Your C: New t: Out c: This t: Sign in C Resea C Resea C x + - □ X

← ↻ https://www.citiprogram.org/members/index.cfm?pageID=167&instID=1181#view A ☆ ☆ 👤 ...

Question 9

Conflicts of Interest

Would you like to take the Conflicts of Interest course?

☐ Yes

☐ No

Question 10

IACUC Protocol Review

Would you like to take the IACUC Protocol Review course?

☐ Yes

☐ Not at this time.

Question 11

NSF SBIR-STTR Funding

Would you like to take the NSF SBIR-STTR Funding course?

☐ NSF SBIR-STTR Funding

☐ Not at this time.

STEP 8. You can now access the SBIR/STTR course.

The screenshot shows a web browser window with the URL <https://www.citiprogram.org/members/index.cfm?pageID=50&showInstitution=1181&message=94#view>. The page displays two green checkmark notifications: "You are now enrolled in the course(s) you selected." and "Your registration has been completed successfully." Below these, a "Show Courses for:" dropdown menu is set to "University of Alabama", with an "Institution List" button next to it. The main heading is "University of Alabama". Under "Active Courses", it states "You have no active courses for this Institution." with a "Learner Tools" link. Under "Courses Ready to Begin", it also has a "Learner Tools" link. A course card for "University of Alabama NSF SBIR-STTR Funding Stage 1 - Basic course" shows "0 / 3 modules completed" and a "Start Now" button. Under "Completed Courses", it states "You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#)." with a "Learner Tools" link. At the bottom, a box labeled "Learner Tools for University of Alabama" is visible.

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

✓ Your registration has been completed successfully.

Show Courses for: University of Alabama [Institution List](#)

University of Alabama

Active Courses [Learner Tools](#)

You have no active courses for this Institution.

Courses Ready to Begin [Learner Tools](#)

University of Alabama

NSF SBIR-STTR Funding

Stage 1 - Basic course

0 / 3 modules completed

[Start Now](#)

Completed Courses [Learner Tools](#)

You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#).

Learner Tools for University of Alabama