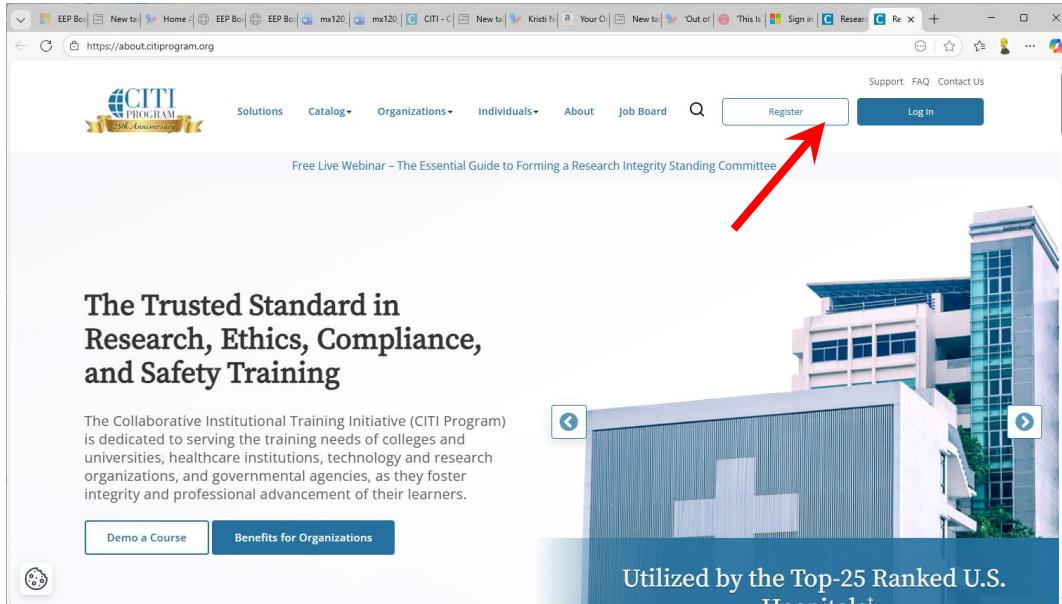


How to login to register and access the SBIR/STTR grant writing course.

STEP 1.

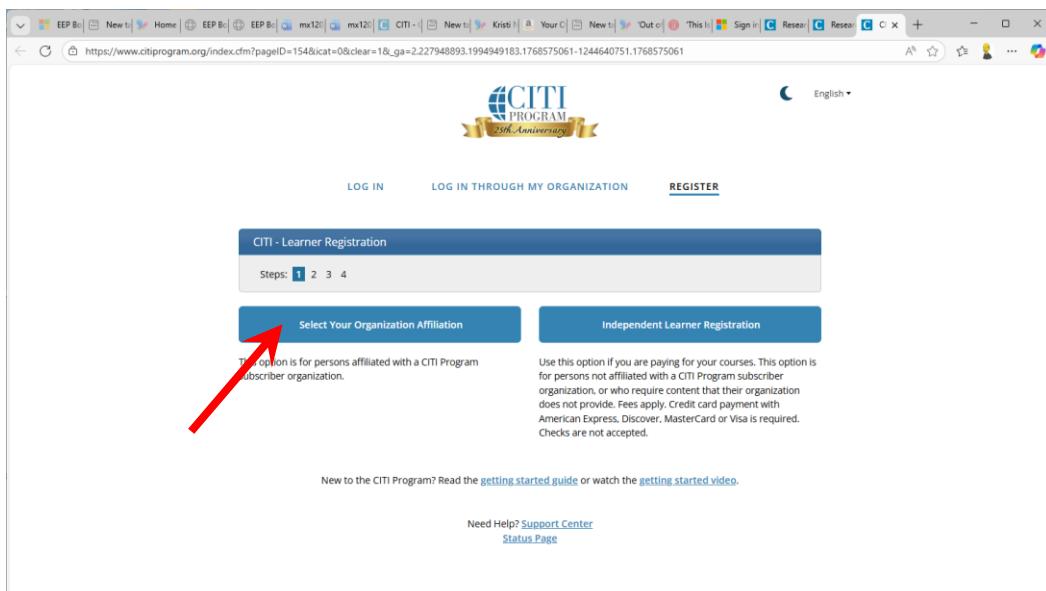
Go to the CITI Program website at <https://about.citiprogram.org>

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).



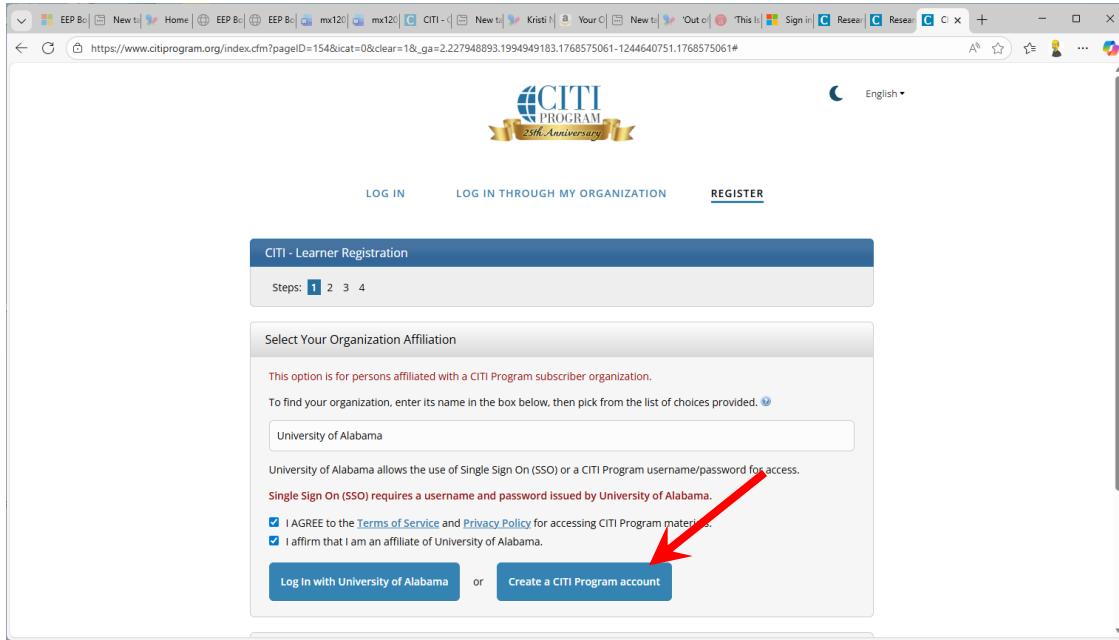
STEP 2.

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



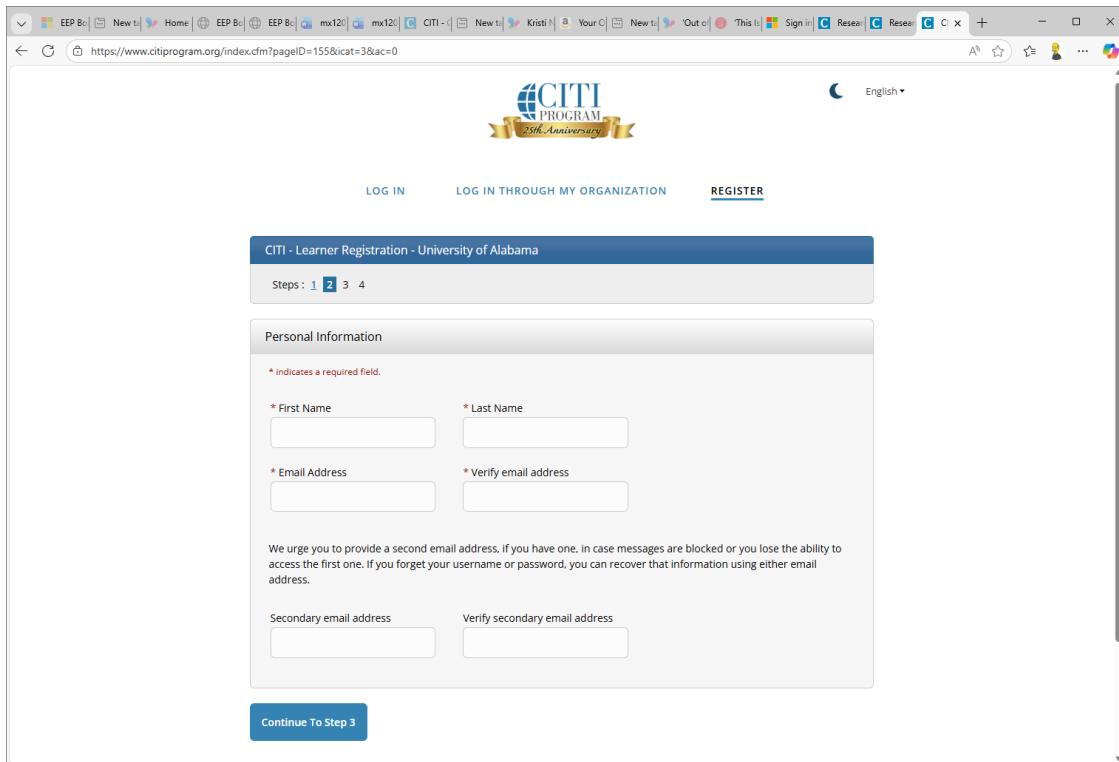
STEP 3.

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 the top, there are three buttons: 'LOG IN', 'LOG IN THROUGH MY ORGANIZATION', and 'REGISTER'. The 'REGISTER' button is underlined. Below this, a blue header bar says 'CITI - Learner Registration' and 'Steps: 1 2 3 4'. The main form is titled 'Select Your Organization Affiliation' and contains a text input field with 'University of Alabama' typed in. Below the input field, a note says 'University of Alabama allows the use of Single Sign On (SSO) or a CITI Program username/password for access.' Underneath, there are two checkboxes: 'I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.' and 'I affirm that I am an affiliate of University of Alabama.' A red arrow points to the blue 'Create a CITI Program account' button at the bottom of the form.

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 for the University of Alabama. The top navigation and steps are identical to the previous screenshot. The main form is titled 'CITI - Learner Registration - University of Alabama' and 'Steps: 1 2 3 4'. It is titled 'Personal Information' and contains fields for 'First Name' and 'Last Name' (both marked with a red asterisk), 'Email Address' and 'Verify email address' (both marked with a red asterisk). Below these, a note says: '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.' At the bottom, there are fields for 'Secondary email address' and 'Verify secondary email address'. A blue 'Continue To Step 3' button is at the very bottom of the form.

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](#)

PROGRAM 25th Anniversary

LOG IN LOG IN THROUGH MY ORGANIZATION REGISTER

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? [?](#)

* 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.

United States

* 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

i 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

i 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.

pjjudovice@ua.edu

Verify Institutional email address *

pjjudovice@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 Bc | New t| Home | EEP Bc | EEP Bc | mx120| mx120| CITI - | New t| Kristi | Your C| New t| 'Out o| This | Sign in| C Resear| C Resear| C C x | +

https://www.citiprogram.org/members/index.cfm?pageID=167&instID=1181#view

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

EEP Bc | New t| Home | EEP Bc | EEP Bc | mx120| mx120| CITI - | New t| Kristi | Your C| New t| 'Out o| This | Sign in| C Resear| C Resear| C C x | +

https://www.citiprogram.org/members/index.cfm?pageID=167&instID=1181#view

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.

Submit

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 a success message: "You are now enrolled in the course(s) you selected." and "Your registration has been completed successfully." Below this, there is a dropdown menu "Show Courses for: University of Alabama" and a "Institution List" button. The main content area is titled "University of Alabama" and includes sections for "Active Courses" (which shows "You have no active courses for this institution."), "Courses Ready to Begin" (listing "University of Alabama", "NSF SBIR-STTR Funding", "Stage 1 - Basic course", "0 / 3 modules completed", and a "Start Now" button), and "Completed Courses" (which shows "You have not recently completed any courses for this Institution. Full records of past completions are available in [Records](#)."). A "Learner Tools" link is present in both the "Courses Ready to Begin" and "Completed Courses" sections. A "Learner Tools for University of Alabama" button is located at the bottom of the main content area.