

PROPOSAL SUBMISSION REQUIREMENTS

All **UMKC Covered Individuals** must have completed Research Security Training within 12 months of the submission date for this proposal.

For **non-UMKC Investigators**, contact ORI@umkc.edu to facilitate the completion of training.

PROPOSALS WILL NOT BE SUBMITTED UNTIL IT IS CONFIRMED THAT ALL COVERED INDIVIDUALS HAVE COMPLETED RESEARCH SECURITY TRAINING.

GUIDANCE FOR DETERMINING WHO IS A COVERED INDIVIDUAL

Who must take the training?

A "Covered Individual" is defined as anyone who contributes in a substantive, meaningful way to the scientific development or execution of a research and development project proposed to be carried out with a research and development award from a Federal research agency; and is designated as a covered individual by the Federal Research Agency.

At a minimum any individual designated as key personnel in an application will be considered a covered individual.

Where can the training be completed?

Research compliance training has been developed that complies with federal guidance and is available online via CITI. The training will take approximately 1 hour to complete.

RESPONSIBILITIES OF COVERED INDIVIDUALS

Once identified as a Covered Individual, those individuals will need complete Research Security Training prior to the submission of the proposal and annually, thereafter.

How do individuals take training?

The Collaborative Institutional Training Initiative (CITI) Program's Responsible Security Combined training modules are accessible to UMKC personnel using single sign-on (SSO) authentication from any computer with Internet connectivity.

Log in to Citi's website: <https://www.citiprogram.org/>

From the CITI Program main page:

1. If you do not yet have a CITI account, you will need to Register via the "**Select Your Organization Affiliation.**" If you do have a CITI account, you will "**Login Through My Organization.**"
2. After registering/logging in, under "**Main Menu/My Courses,**" click the "**University of Missouri-Kansas City**" tab to view the courses you are enrolled in for the University of Missouri.
3. Click "**Add a Course**" to select other available courses for completion.
4. Select "**Research Security Combined**" under Question 4 and click "**Submit**" at the bottom of the page. Upon entering the course, the "**Grade Book**" will be displayed which will track progress of module completion. Before beginning the course modules, you will be prompted to complete the required "**Integrity Assurance Statement.**" This statement certifies that you are the person taking the course and that you are not taking the course for someone else.