

**Office of Research & Commercialization
Export Control Compliance**

INSTRUCTION

CITI Export Control Training for UCF Learners

NUMBER ECO.INST-5
May-2015

ORC ECO

FROM: Office of Export Controls Compliance

SUBJECT: Required Collaborative Institutional Training Initiative (CITI) Export Compliance Course for UCF personnel engaging in Export Controlled research activities

References: [4-209 Export Control Policy](#), training requirements

CITI Program Training Website: <https://citi.research.ucf.edu>

Background: Certain members of the university community engage in activities that are subject to U.S. export control laws, regulations and sanctions. The UCF policy governing university activities subject to these regulations is specified in the Export Control Policy 4-209, that requires the Office of Export Controls Compliance (“ECC”) to administer university-wide training to affected individuals and university affiliates..

Introduction: Export control researcher training is required by principal investigators, co-principal investigators, research scientists, postdoctoral researchers, graduate, and undergraduate students, visiting scholars and volunteers and any other individuals engaging in any type of research activity subject to export control regulations prior to being assigned to the project or added to the project payroll and **every 3 years** thereafter.

Training Requirements: CITI Export Control Training includes the minimum REQUIRED information for UCF personnel engaging in export controlled research activities pursuant to the UCF Export Control Policy 4-209. Certain courses contain supplemental modules that are optional.

A passing score of 80% or higher is required for course completion. Learners can review and complete training modules at their own pace and pause the learning sessions as necessary. The ECC monitors all individuals required to complete the training. Automated notification from CITI is provided to the ECC when required training is complete.

Other Training Programs: In addition to the CITI online training, the ECC administers annual export control-related briefings to personnel. Departments and units may request customized training at any time by contacting the ECC at exportcontrol@ucf.edu or via telephone at 407-823-3778.

INSTRUCTIONS TO CREATE / ACCESS A CITI LEARNER TRAINING ACCOUNT

New and Existing CITI Learner Accounts: This protocol provides an overview of the steps and information required to access an existing CITI UCF Learner account or create a new one.

- 1) Access the UCF-CITI Single Sign On (SSO) at: <https://citi.research.ucf.edu>
- 2) Enter your UCF NID and NID password on the UCF Federated Identity CITI site.
- 3) Select “Sign-on” for direct access to your CITI Learner account.

If you do not have an account, CITI will prompt you to create one.

- 4) Select, **“I don’t have a CITI Program account and need to create one.”**
- 5) Select **“Click here to create a new CITI Program account”**

Once your account has been created, you can select your courses:

- 6) Click “University of Central Florida Courses” then “Add a Course of Update Learner Groups”
- 7) Select “Export Controls” from the curriculum list, and choose the category that applies to you as a learner (e.g. if you are a researcher, select option “Principle Investigators & Researchers”
- 8) Click on submit and begin course.

Step-by-step instructions and screenshots to enroll and add learner courses are provided in this instruction.

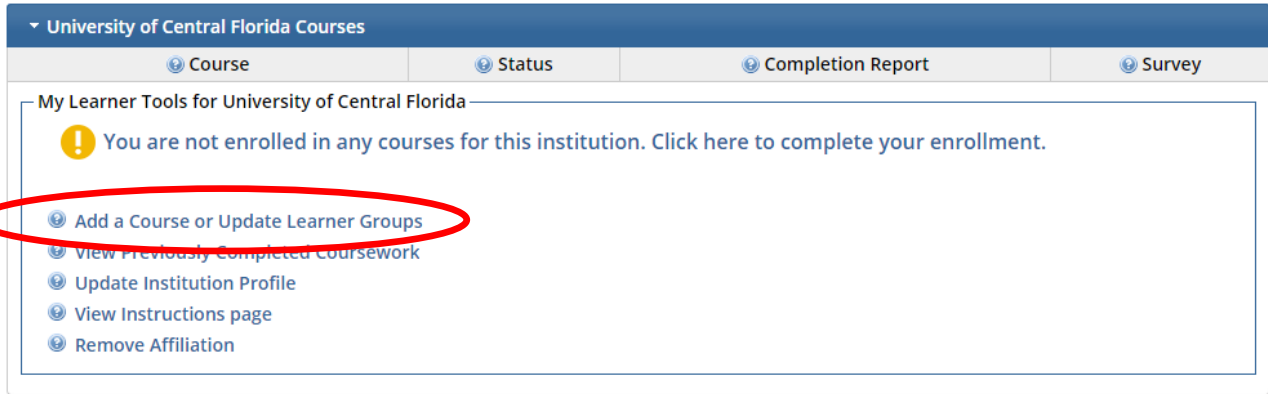
Assistance creating an account: If you have an existing account and do not see your training history once logged in, please contact the UCF Office of Research & Commercialization, Research Information Systems Help Desk via email: risservicedesk@ucf.edu or telephone at 407-823-5500 to request that your previous account be linked to your NID.

SELECTING / ENROLLING IN EXPORT CONTROL COURSES

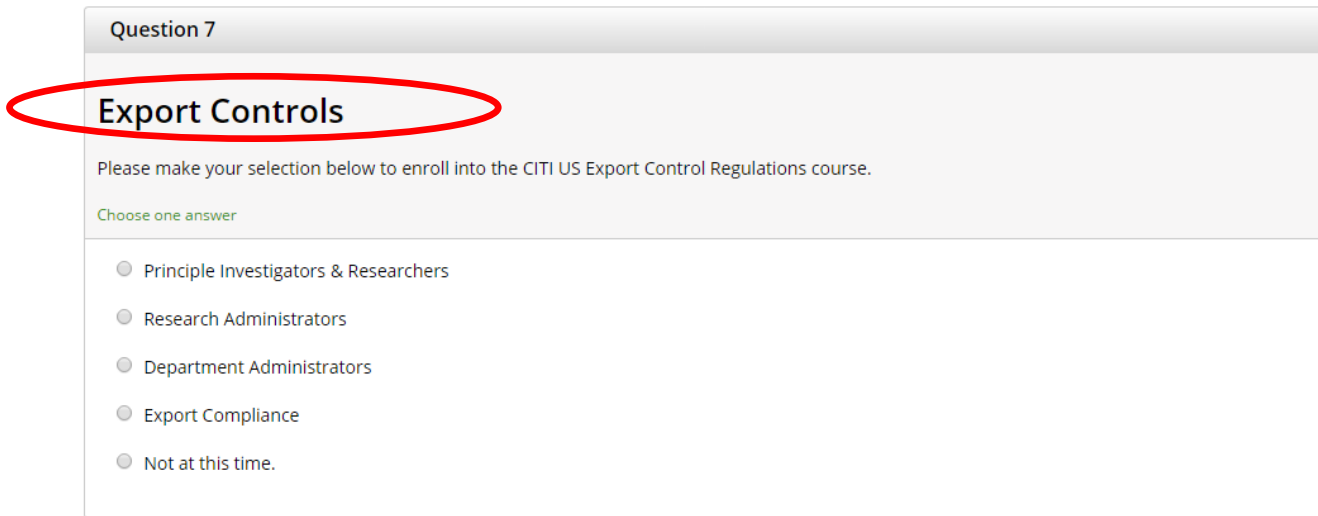
Step 1: From the Main Menu, select **“University of Central Florida”** to add courses in the UCF learner course catalog.



Step 2: Select “Add a Course or Update Learner Groups” to set the curriculum.



A new webpage will open and a total of 7 questions will appear. You can skip the first 6 questions and scroll directly to “**Question 7: Export Controls**”



CITI Export Control courses are customized for each type of learner and contain content that is specific to a position, duties, and skillset. Select your course curriculum based upon the following:

- Select “**Principle Investigators and Researchers**” if you actively engage in the performance of a research activity in a researcher capacity.
- Select “**Research Administrators**” if you are an Office of Research & Commercialization, Contract & Grant professional, or other department professional affiliated with the research administration process (such as proposal personnel).
- Select “**Department Administrator**” if you support operational department, unit, or research center activities (such as visa services, shipping, purchasing, financial administration, administrative services, business management, etc.).
- Select “**Export Compliance**” only if you are affiliated with legal, compliance or audit.

After successfully selecting the Export Control course curriculum the following confirmation page will display:

✔ Your request has been successfully submitted.

University of Central Florida Courses			
Course	Status	Completion Report	Survey
Principle Investigators & Researchers EC	Not Started	Not Earned	

My Learner Tools for University of Central Florida

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

Learners can begin taking Export Controls learning modules immediately upon registering for a course. By clicking on the Course Listing, a new page will open that identifies all required and elective modules. Supplementary modules may also appear, however, these are optional. Below is an example of a sample course curriculum with modules.

Main Menu > Course Principle Investigators & Researchers EC

Principle Investigators & Researchers EC - Stage 1

To pass this course you must:

- Complete all 4 required modules
- Complete 2 of 5 elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements
- Supplemental modules, if provided, are optional and do not count towards passing the course or the overall score

You have unfinished required or elective modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

Your Current Score

0%

Required Modules		
	Date Completed	Score
Introduction to Export Compliance (ID: 16800)	Incomplete	0/0 (0%)
Export Compliance for Researchers: Part I (ID: 16801)	Incomplete	0/0 (0%)
Export Compliance for Researchers: Part II (ID: 16802)	Incomplete	0/0 (0%)
Export Compliance and Collaborations (ID: 16810)	Incomplete	0/0 (0%)

Elective Modules		
	Date Completed	Score
Export Compliance and Biosafety (ID: 16805)	Incomplete	0/0 (0%)
Export Compliance for International Shipping (ID: 16807)	Incomplete	0/0 (0%)
Export Compliance and Purchasing (ID: 16808)	Incomplete	0/0 (0%)
Export Compliance and International and Foreign Waters (ID: 16809)	Incomplete	0/0 (0%)
Export Compliance and United States Sanctions Programs (ID: 16812)	Incomplete	0/0 (0%)

Step 3: Integrity & Assurance Statement

Before beginning the course and completing the required modules learners are required to read and complete the “Integrity Assurance Statement.”

Main Menu > Assurance Statement

Assurance Statement

CITI Program Terms of Service include the following provisions. Please read them carefully.

Only One Account:	I will maintain only one active CITI Program account, unless granted permission for multiple accounts by my institution or by CITI Program.
No Account Sharing:	I will not share my username and password with anyone. I will contact the CITI Program Help Desk if I believe my account has been compromised.
Do My Own Work:	I will complete all required quizzes and any other assessments by myself, using only my own work.
No Quiz Sharing:	I will not share CITI Program quiz questions or answers on any website, via email, photocopying, or any other means.
No Cheating:	I will not engage in any activities that would dishonestly improve my results, or improve or hurt the results of other learners.
My Actions Are Logged:	I understand that CITI Program keeps account activity logs, including computer IP addresses, time spent in each content area, number of quiz attempts and scores. Allegations of inappropriate use will be investigated, and the results reported to my institution.

Select the appropriate statement then click the **Submit** button:

I AGREE to the above and the other [Terms of Service](#) for accessing CITI Program materials.

I DO NOT AGREE, and wish to be contacted about one or more of the Terms of Service.

Submit

COMPLETING REQUIRED COURSES

After agreeing to the “Integrity Assurance Statement” learners can complete the required courses at their own pace; however, final course completion is required before learners are able to participate in an activity subject to export controls or access export controlled research equipment or proprietary data.

Upon completing all required courses, CITI will automatically generate a “Coursework Requirements Report” that will be sent to the ECC. Upon receipt and confirmation, participants will have successfully completed the training requirement. Additional export compliance requirements may still be applicable to certain researchers, such as obtaining a federally issued license for foreign person participants or reviewing and accepting the UCF technology control plan applicable to the export controlled research activity.

Below is an example of a completed CITI Export Controls course with passing scores that exceed the 80% minimum requirement.

University of Central Florida Courses			
Course	Status	Completion Report	Survey
Conflict of Interest	Not Started	Not Earned	
Export Compliance (EC)	Passed 04/21/2015	Print Report	
Responsible Conduct of Research for Administrators	Not Started	Not Earned	

Export Compliance (EC) - Stage 1

You completed the mandatory elements of this course on 04/21/15 with a final reported average score of 91%.

This is the date and score recorded in the Completion Report sent to your institution.

- You may review any of the course content and retake quizzes, including those for supplemental optional modules, but your reported quiz scores and dates will not change.
- You do not receive any extra credit for this course if you retake quizzes or complete additional quizzes on supplemental materials.
- In some cases, completion of additional modules may be required for eligibility for CEU credits.
- Additional completions and new quiz scores may transfer to other CITI Program courses, if you register for courses that include those modules. You must login using the same account, and the other institution must allow transfer credit.

Modules	Already Taken?	Score
Introduction to Export Compliance (ID: 16800)	04/21/15	4/5 (80%)
Export Compliance for Researchers: Part I (ID: 16801)	04/21/15	5/5 (100%)
Export Compliance for Researchers: Part II (ID: 16802)	04/21/15	5/5 (100%)
Export Compliance for Research Administrators (ID: 16803)	04/21/15	5/5 (100%)
Export Compliance and Biosafety (ID: 16805)	04/21/15	5/5 (100%)
Export Compliance for Operational Departments (ID: 16806)	04/21/15	4/5 (80%)
Export Compliance for International Shipping (ID: 16807)	04/21/15	4/5 (80%)
Export Compliance and Purchasing (ID: 16808)	04/21/15	4/5 (80%)
Export Compliance and International and Foreign Waters (ID: 16809)	04/21/15	5/5 (100%)
Export Compliance and Collaborations (ID: 16810)	04/21/15	5/5 (100%)
Export Compliance and United States Sanctions Programs (ID: 16812)	04/21/15	4/5 (80%)

SUPPORT

Please contact the Office of Research & Commercialization, Office of Export Controls Compliance for training requirement questions at exportcontrol@ucf.edu or refer to the Export Control website at: <http://www.research.ucf.edu/ExportControl/>. The main phone number is (407) 823-3778.

For login support, please contact the Research Information Systems service desk at: risservicedesk@ucf.edu or phone at (407) 823-5500.

Technical issues should be addressed to citisupport@med.miami.edu or (305) 243-7970.