

Required Trainings for Federally Funded Projects

Unless otherwise indicated, this training is required for PIs, co-PIs, senior personnel, and others who substantially contribute to the scientific direction of **federally funded research**.

I. Required Training if research is federally funded:

Training Course	How/Where to access:	Frequency
Research Security	CITI <i>Research Security Training (Combined Course)</i>	Within 12 months prior to applying
Conflicts of Interest	<ol style="list-style-type: none"> 1. Review W&M Conflicts of Interest Policy 2. Review W&M Financial Conflicts of Interest Policy 3. Complete the <i>CITI Conflicts of Interest Course</i> (Not required for NIFA and NSF funding) 	Within 12 months prior to applying
Responsible Conduct of Research (NSF, NIFA, & NIH grants only)	<p>NSF: Complete <i>CITI Responsible Conduct of Research Course</i> (Required for anyone receiving support from NSF grant funds)</p> <p>NIFA: Complete <i>CITI Responsible Conduct of Research Course</i></p> <p>NIH: Attend in-person training (See details below*)</p>	<p>NSF, NIFA: Prior to Applying, then every 4 years</p> <p>NIH: At least every four years, including once during each career stage:</p> <ul style="list-style-type: none"> • Undergraduate Students • Postbaccalaureate • Graduate and Doctoral Students • Postdoctoral • Early Career • Mid-Career and Established Investigator
Create a digital persistent identifier	ORCID : provides a free, unique, persistent identifier for individuals who engage in research, scholarship, and other innovative activities.	Once
Export Controls	<ol style="list-style-type: none"> 1. Review Export Control Policies 2. If required, <i>CITI Export Controls Course</i> 	If you are collaborating internationally, please review the W&M Export Control Policies and contact the Export Controls Officer to determine if additional training is required.
International Travel	Review International Travel Policies	If you are traveling internationally, please review W&M's international travel policies

*[NIH Responsible Conduct of Research](#) training is required for all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, or dissertation research grant. This requirement applies to the following programs: D43, D71, F05, F30, F31, F32, F33, F34, F37, F38, K01, K02, K05, K07, K08, K12, K18, K22, K23, K24, K25, K26, K30, K99/R00, KL1, KL2, R25, R36, T15, T32, T34, T35, T36, T37, T90/R90, TL1, TU2, and U2R or any program requiring responsible conduct of research in the funding opportunity announcements.

II. Registering for CITI Courses

1. Log into [CITI or create an account](#)
2. Take the enrollment questionnaire using the “Enrollment Questionnaire” responses below.
3. After answering the questionnaire, the courses will be added to your account (see page 3).

Question 1: Select the courses that apply to your funding situation:

- ☐ Don't select unless submitting to the **IRB** (see [IRB Required Training Guide](#))
- ☐ Don't select unless submitting to the **IACUC** (see [IACUC Required Training Guide](#))
- ☐ Don't select unless submitting to the **IBC** (see [IBC Required Training Guide](#))
- ☒ **Conflicts of Interest**
- ☒ **Responsible Conduct of Research**
- ☒ **Export Compliance/Controls**
 - *If you are collaborating or traveling internationally and/or working with export-controlled materials, please contact the [Export Controls Officer](#) to confirm if this training is necessary.*
- ☒ **Research Security Training**

Please select ALL applicable trainings that need to be added to your account. For more information, please visit the [W&M Training Webpage](#).

Choose all that apply.

- ☐ IRB/Human Subject Research
- ☐ IACUC/Animal Subjects
- ☐ IBC/Biosafety
- ☒ Conflicts of Interest
- ☒ Responsible Conduct of Research
- ☒ Export Controls
- ☒ Research Security Training
- ☐ Administrative Use Only