Instructions for NSF-Required Responsible Conduct of Research (RCR) Training

Responsible Conduct of Research training is mandated by an NSF ruling that became effective January 4, 2010. The university must certify on every proposal submission to NSF that a program is in place and available to students and postdoctoral fellows. To meet this requirement, the university has subscribed to the online RCR training program provided by the Collaborative Institutional Training initiative (CITI).

To comply with the new NSF award conditions, principal investigators will be responsible for insuring that students and post doctoral fellows have taken and passed the training. Verification is in the form of the CITI completion report that the student /post doc can print from the CITI site. Sponsored Programs will periodically check the CITI site to verify completion of training.

Follow the instructions below to register and complete the online RCR course.

CITI login page – http://www.citiprogram.org

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1.

New users select
Register Here

Returning users,
enter your CITI
Username and
Password

CITI Collaborative Institutional Training Initiative

Home | Human Subjects Research | Become a Member | HIPS Course | RCR Course | International Course Site | Lab Animal Course | Biosafety | FAQ | Language

Welcome

CITI Login and Registration Page

ⓘ The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.

ⓘ **New Users Register Here**
ⓘ **Already Registered? Login Below**

Username [_____]

Password [_____]

[Submit]

Forgot login information

Contact the CITI Helpdesk

To ensure that all users enjoy rapid response times, access is temporarily limited to 2500 concurrent users. As learners log off others will be permitted to log on. **There are currently 529 users logged in to the site.**

Notice: The CITI Course site is best viewed with Microsoft Internet Explorer ver. 6.0 or later or Firefox ver. 2.0 or later, and with the characters set to UTF-8.

2.

First time users, complete Registration steps 1-4.

1-Select The University of Akron from the drop down list (under T in the alpha. list)

2- Create a Username and Password that will be easy for you to remember, yet secure - these are not related to your university login information.

3-Enter your name

4-enter your email address. You can provide more than one email.

Submit

Complete Registration Steps 1-4 now.

1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution.**. If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions: The University of Akron

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

2. Create your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "_". No spaces or other characters are allowed. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

Username:

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Password:

Verify Password:

3. Enter your name

First Name:
(100 characters maximum)

Last Name:
(100 characters maximum)

4. Enter your email address

3.

Enter information into all required fields (*)

Select your role. The following roles are available for students and post docs:

*Student Researcher-
 Graduate Level

*Student Researcher –
 Undergraduate Level

* Research Fellow – Post
 Graduate

Submit

CITI Collaborative Institutional Training Initiative

Please provide the following information requested by The University of Akron. Required fields are marked with an asterisk (*).

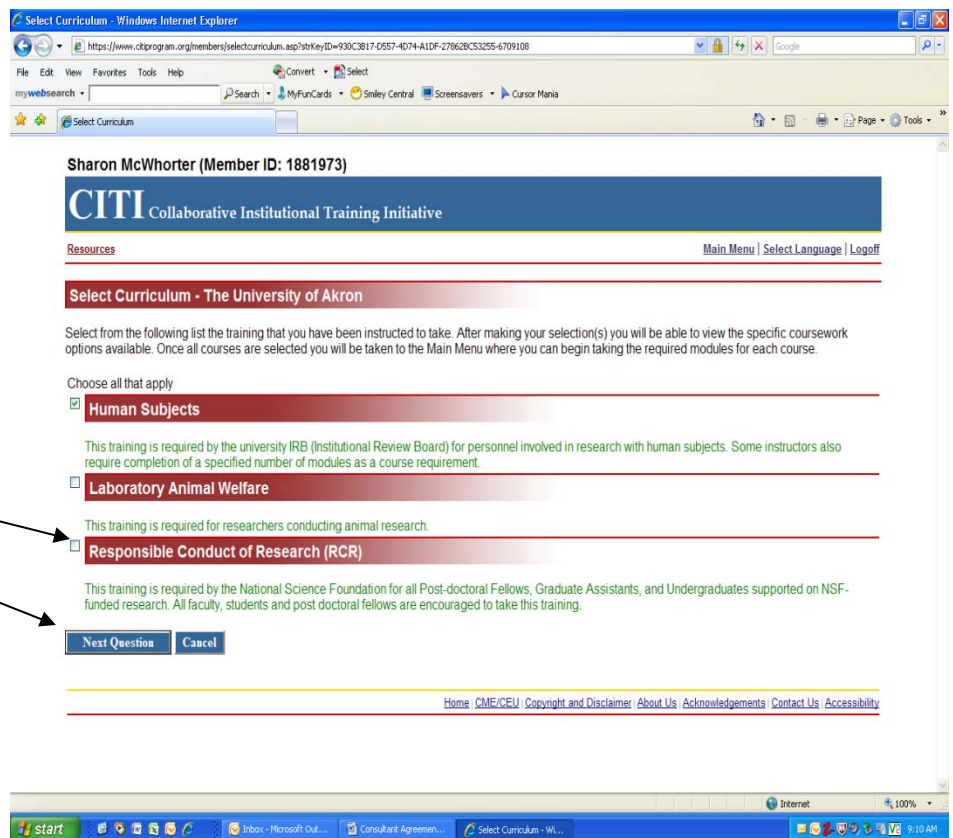| Member Information	jane doe
Language Preference:	English
* Institutional email address:	sm48@uakron.edu
Gender:	
Highest degree:	
Employee Number:	
* Department:	Biology
* Role in research:	Research Fellow - Post Graduate
Address Field 1:	
Address Field 2:	
Address Field 3:	
City:	
State:	
Zip/Postal Code:	
Country:	
Phone:	

Submit   Cancel

4.

You will now be at the course curriculum screen.

Included are courses in Protection of Human Subjects, Animal Welfare, And Responsible Conduct of Research.

Select Responsible Conduct of Research (RCR)

Select Next Question

*If you are conducting research that involves humans or animals, you are also required to take these courses.

_____

5.

Choose the course that is most closely related to your discipline and/or research project.

If you are not sure which course to take, ask the research advisor/project director with whom you are working.

Submit

6.

CITI Collaborative Institutional Training Initiative

Home

You can affiliate with more than one institution. If any of these items apply, you can select "Yes" and you will be taken back to the affiliation screen to add another institution.

Select your institution or organization

You have registered with the following institution(s):

▶ The University of Akron

At this point you can register with another institution. This could be very useful if:

▶ You are required to complete the requirements for a **VA Medical Center**.
▶ You are collaborating with an investigator at another institution or organization that uses the CITI Program.
▶ You are planning to move to another institution that uses the CITI Program.
▶ You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check **Yes** to affiliate with another institution.

Check **No** to continue with your current selection.

In most cases, the correct response to this question is "No"

Yes No

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7.

Your registration is now complete and you are at the **Main Menu** where you will begin the RCR course you have selected.

Jane doe (Member ID: 1133333)

CITI Collaborative Institutional Training Initiative

Resources   Main Menu | Select Language | Logoff

Main Menu

- This is the email address we have for you: sm48@uakron.edu. If this is not correct, please edit or change your email address now.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

Affiliate with another institution *i* | Change login information | CME/CEU credits

The University of Akron   *i* View The University of Akron instructions page

You have enrolled for the following courses:

Under the **My Courses** line, you should see the course title that you selected.

i My Courses	Status	Completion Reports	*i* Voluntary Satisfaction Survey
Social and Behavioral Responsible Conduct of Research, RCR	Not Started - Enter	Not Earned	Not Available

Select "Enter" to begin.

i Add a course or update your learner groups for *The University of Akron*

The University of Akron Learner Utilities

At this link you are able to add additional courses (such as Human Subjects) if necessary.

i Optional Modules (completion is completely voluntary and will not count toward a completed course)
i Update my profile information for *The University of Akron*
i Previous Coursework Completed
i CME/CEU credits for Good Clinical Practice coursework
i Remove my affiliation from *The University of Akron*

You can also access information on previous course work completed from this screen.

8.

When you select "Enter", you will see the list of modules to be completed.

Before you can access any module, you must read the **Integrity Assurance Statement** and select the correct response.

Until you complete this step the other modules are not accessible.

CITI Collaborative Institutional Training Initiative

Resources

Main Menu | Select Language | Logoff

CR# 4538262: Social and Behavioral Responsible Conduct of Research Gradebook

To pass this course you must complete all the elective modules with a combined score of **80**. Your current score is **0**.

Elective Modules Required: 11 Completed: 0	Date Complete	Score
Complete The Integrity Assurance Statement before beginning the course.		
Introduction to the Responsible Conduct of Research	Incomplete	
Research Misconduct 2-1495	Incomplete	
Data Acquisition, Management, Sharing and Ownership 2-1523	Incomplete	
Publication Practices and Responsible Authorship 2-1518	Incomplete	
Peer Review 2-1521	Incomplete	
Mentor and Trainee Responsibilities 01234 1250	Incomplete	
Animal Welfare 13301	Incomplete	
Conflicts of Interest and Commitment 2-1462	Incomplete	
Collaborative Research 2-1484	Incomplete	
Human Subjects 13566	Incomplete	
The CITI RCR Course Completion Page.	Incomplete	

Optional Modules (Provided for general interest only. You DO NOT receive credit for completing these modules.)	Date Complete	Score
Case Study - Truth or Consequences 2-1217	Incomplete	
Case Study - In the Field, No One Will Know 2-1218	Incomplete	

Internet

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9.

Once you have completed the **Integrity Assurance Statement** all modules become activated.

You can complete modules in any order, and at your own pace. You do not need to complete all modules in one session.

*Note – completion of the Animal Welfare and Human Subjects modules in this curriculum does not meet the certification requirements for those activities. You must also complete the curriculum for those if applicable to your research.

CITI Collaborative Institutional Training Initiative

Resources

Main Menu | Select Language | Logoff

CR# 4541754: Social and Behavioral Responsible Conduct of Research Gradebook

To pass this course you must complete all the elective modules with a combined score of **80**. Your current score is **0**.

Elective Modules Required: 11 Completed: 0	Date Complete	Score
Introduction to the Responsible Conduct of Research	Incomplete	
Research Misconduct 2-1495	Incomplete	
Data Acquisition, Management, Sharing and Ownership 2-1523	Incomplete	
Publication Practices and Responsible Authorship 2-1518	Incomplete	
Peer Review 2-1521	Incomplete	
Mentor and Trainee Responsibilities 01234 1250	Incomplete	
Animal Welfare 13301	Incomplete	
Conflicts of Interest and Commitment 2-1462	Incomplete	
Collaborative Research 2-1484	Incomplete	
Human Subjects 13566	Incomplete	
The CITI RCR Course Completion Page.	Incomplete	

Optional Modules (Provided for general interest only. You DO NOT receive credit for completing these modules.)	Date Complete	Score
Case Study - Truth or Consequences 2-1217	Incomplete	
Case Study - In the Field, No One Will Know 2-1218	Incomplete	
Case Study Plagiarism 2-1472	Incomplete	

10.

Each module, except for the first and the last ones, are followed by a brief quiz. An overall score of 80 is required.

When you complete a module and take the quiz, your score and the date of completion show on the curriculum screen, so you can track your progress.

Optional modules can be taken. These do not count toward completion of the course or meeting the RCR requirement.

CR# 4300914: Social and Behavioral Responsible Conduct of Research Gradebook

To pass this course you must complete all the elective modules with a combined score of **80**. Your current score is **94**.

Elective Modules Required: 11 Completed: 4	Date Complete	Score
Introduction to the Responsible Conduct of Research	Incomplete	
Research Misconduct 2-1495	Completed 11/23/09	20/21 (95%)
Data Acquisition, Management, Sharing and Ownership 2-1523	Completed 11/23/09	4/5 (80%)
Publication Practices and Responsible Authorship 2-1518	Incomplete	
Peer Review 2-1521	Incomplete	
Mentor and Trainee Responsibilities 01234 1250	Incomplete	
Animal Welfare 13301	Incomplete	
Conflicts of Interest and Commitment 2-1462	Completed 10/14/08	5/5 (100%)
Collaborative Research 2-1484	Incomplete	
Human Subjects 13566	Incomplete	
The CITI RCR Course Completion Page.	Completed 06/15/10	no quiz

Optional Modules (Provided for general interest only. You DO NOT receive credit for completing these modules.)	Date Complete	Score
Case Study - Truth or Consequences 2-1217	Incomplete	
Case Study - In the Field, No One Will Know 2-1218	Incomplete	
Case Study Plagiarism 2-1472	Incomplete	
Case Study No News Is Not Good News 2-1494	Incomplete	
Case Study - Data Management - Share and Share Alike 2-1440	Incomplete	
Case Study - Data Management "Who Owns Research Data?" 2-1399	Incomplete	

Internet

Once you have taken all quizzes for the Elective modules and have achieved a composite score of at least 80%, a completion report will be generated. Please print the report for your records and submit a copy to the Principal Investigator of the project.

Note – there is no quiz for the first or the last module.

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If you have any questions, please contact Sharon McWhorter, Associate Director, ORSSP at sm48@uakron.edu or ext. 8311.

CITI Collaborative Institutional Training Initiative

Social and Behavioral Responsible Conduct of Research Curriculum Completion Report
Printed on Wednesday, June 23, 2010

Learner: Sharon McWhorter (username: iankyle)
Institution: The University of Akron
Contact   Email: sm48@uakron.edu
Information:
Social and Behavioral Responsible Conduct of Research: This course is for investigators, staff and students with an interest or focus in **Social and Behavioral** research. This course contains text, embedded case studies AND quizzes.

Stage 1. RCR Passed on 06/22/10 (Ref # 4300914)

Elective Modules	Date completed	Score
Introduction to the Responsible Conduct of Research	06/15/10	0
Research Misconduct 2-1495	11/23/09	95
Data Acquisition, Management, Sharing and Ownership 2-1523 <	11/23/09	80
Publication Practices and Responsible Authorship 2-1518	06/16/10	100
Peer Review 2-1521	06/16/10	100
Mentor and Trainee Responsibilities 01234 1250	06/22/10	100
Animal Welfare 13301	06/22/10	88
Conflicts of Interest and Commitment 2-1462	10/14/08	100
Collaborative Research 2-1484	06/22/10	83
Human Subjects 13566	06/22/10	100
The CITI RCR Course Completion Page.	06/15/10	0

For this Completion Report to be valid, the learner listed above must be affiliated with a CITI participating institution. Falsified information and unauthorized use of the CITI course site is unethical, and may be considered scientific misconduct by your institution.

Paul Braunschweiger Ph.D.
Professor, University of Miami
Director Office of Research Education
CITI Course Coordinator