Responsible Conduct in Research CITI Training Instructions

NSF implemented a responsible conduct in research (RCR) ethics training requirement in 2010 for students who are paid on NSF grants. The RCR training requirement applies to new proposals submitted, or due, on or after January 4, 2010, to conduct research. NSF expects institutions to be able to verify that those students (undergraduates and graduates) and postdoctoral researchers who receive NSF funds (support from salary and/or stipends to conduct research on NSF grants) will obtain RCR training. This training should occur before the student or postdoc is paid off the grant.

The training at UW Oshkosh is obtained by the student completing the RCR CITI online training module in their discipline. In addition, the PI will need to provide some face to face training pertinent to the project with the students and document that training. Below are instructions for the student for completing the online RCR training which produces a completion report.

The Responsible Conduct in Research Online Training can be accessed at www.citiprogram.org.
> a. On the CITI Program home page select: *New Users Register Here*. You will need to create your profile and affiliate with University of Wisconsin Oshkosh. You will be prompted by questions that determine what course and modules you will be required to complete.

To Enroll in a Course:

1. You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your discipline or your role in Responsible Conduct in Research or other curriculum as decided by your institution.

2. On the next screen you will need to select appropriate discipline. If you are uncertain, please ask your faculty mentor.

Main Menu › Add Course/Update Learner Groups

Select Curriculum - University of Wisconsin Oshkosh (2361)

* indicates a required field.

* Please make your selection below to receive the courses in the Responsible Conduct of Research.
Choose one answer

○ RCR for Life Sciences

○ RCR for Social & Behavioral Investigators

○ RCR for Physical Science

○ RCR for Arts and Humanities

3. After you submit, you will be given the opportunity to affiliate with a VA Medical Center. If you are not doing work at a VA Medical center, answer **"NO"** and **Submit.**
4. The next page is the **Main Menu**. This page lists the courses you have chosen.
5. Click the **Title of the Course** to begin or continue the course.
6. Please **Complete the Integrity Assurance Statement** presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing it.
7. Complete the Required modules and associated quizzes.
8. Complete the required number of Elective modules and associated quizzes
9. When you complete all Required Modules in your curriculum and any necessary Elective Modules, you will be shown a list of **Optional Modules**. You may return to the course site at a future time to review these modules.
   Please be aware that Optional Modules **do not** count towards nor appear on a completion report.
10. When you complete all required modules successfully, you may print your completion report through the link:
    Print Report from your Main Menu or your **Previously Completed Coursework** page.

You may use multiple log on sessions if you are unable to finish in one sitting

To Complete the Course:

- The minimum "passing" aggregate score for the quizzes is 80%. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100% correct. Scores obtained **after** a completion report has been issued **will not** be reflected on the completion report.
- Print or download a **Completion Report** as evidence that you have met your institutional requirements. A copy will be sent automatically to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report. The **My Reports** page will allow you to access any completion reports you have earned.

Questions:

- Technical issues should be addressed to citisupport@med.miami.edu or to 305-243-7970.
- Questions regarding your requirements should be addressed to the following ethics training coordinators: Kelly Schill or Leah Mann.