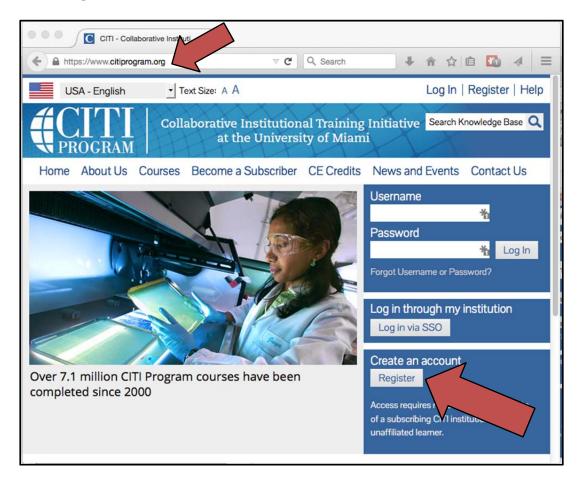
ITI PROGRAM: RESPONSIBLE CONDUCT OF RESEARCH (RCR) TRAINING: INSTRUCTIONS FOR <u>STUDENT RESEARCHERS</u>

These instructions provide information on the following:

- 1. Creating a CITI Program Account
- 2. **Completing** CITI Program Courses
- 3. Navigating the CITI Program Site
- 4. **Returning** to the CITI Program Site
- 5. **Documenting** CITI Course Completion and Certification of RCR Training Completion

1. CREATING A CITI PROGRAM ACCOUNT:

- Open a web browser and navigate to <u>https://citiprogram.org</u>
- Click Register under Create an Account



• Follow the **<u>7 steps</u>** in the registration process

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 Step 1: Under Select Your Organization Affiliation, search for and select "St Lawrence University"; click *Continue to Step 2*

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Follow the instructions provided to complete the other steps.

Here is some additional information for completing those steps:

- **<u>Step 2</u>**: Note that a second email is not required
- <u>Step 5</u>:
 - Indicate that you opt NOT to receive credit
 - It is up to you whether you allow CITI Program to contact you regarding participation in research surveys

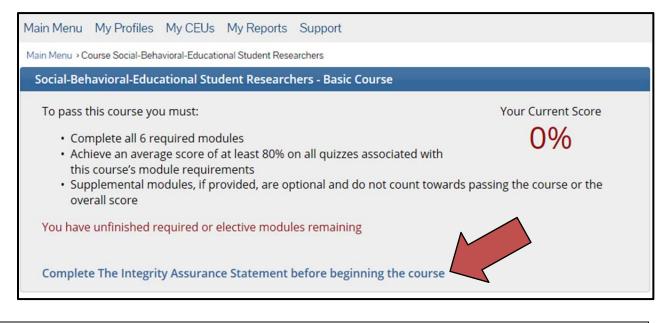
o <u>Step 6</u>:

- An Employee Number is not required; leave that blank
- "Role in Research":
 - Choose Student Researcher Undergraduate
- **<u>Step 7</u>**: Choose the following options for each section:
 - o <u>Question 1: Human Subjects Research</u>
 - Choose *Not at this time*
 - Select this option even if you do research with humans; training in this area is handled separately by the IRB
 - Question 2: Responsible Conduct of Research
 - Choose NSF Student Researchers (RCR)
 - Question 3: Laboratory Animal Research
 - Choose the last option: *Not at this time, thank you*
 - Select this option even if you do research with animals; training in this area is handled separately by the IACUC
 - o Q4: Institutional/Signatory Officials
 - Choose *Not at this time*
 - Click Complete Registration
- Click *Finalize Registration*



2. COMPLETING COURSES

- Click on *St. Lawrence University Courses* to display your available courses and progress
- Click the course title to begin. The course to complete is NSF Student Researchers (RCR)
- Before beginning a course and when you return to a course, you <u>must</u> complete the *Integrity Assurance Statement*.



PLEASE NOTE:

• You are required to complete the NSF Student Researchers (RCR) course (all 9 modules) in CITI as part of the RCR training requirement.

Some Additional Helpful Information about Completing Courses:

- You do not need to complete all of the modules in one sitting.
- You cannot begin a module until you have completed the previous module.
- After each module, you will complete a quiz. You must achieve an average overall score of 80% on the quizzes to be certified as completing the training.
- You should complete the modules as soon as possible and no later than within the semester or summer that you begin work on NSF-funded research.

3. NAVIGATING THE CITI PROGRAM SITE:

- Click Main Menu to display your available courses
- Click *My Reports* to track your completion record

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All researchers (RCR)		r i

• Note that your record will say "Due Now" until you complete the course

4. RETURNING TO THE CITI PROGRAM SITE:

- Open a web browser and navigate to https://citiprogram.org
- Enter your Username and Password
- If you have forgotten your login information, click the link to retrieve that information via email

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Home About Us Courses Become a Subscriber CE Credits News and Events C Returning User? Please log in. Don't have an account? Click here to register	Contact Us
Login Tips: 1. Your password is case-sensitive. 2. For institutions using Single Sign On (SSO), you must log in directly from the institution's web page. Click here for a list of institutions that use SSO. Help for Login Issues: I forgot my Username or Password	Username SampleDocumentation Password Cogn Username or Password?
The link in my email does not work If you need more help, please contact our Help Desk.	Log in through the statution statution Log in via Sco Create an account Register
	Access requires registration as an affiliate of a subscribing CITI institution or as an unaffiliated learner.

5. DOCUMENTING COURSE COMPLETION AND CERTIFICATION OF RCR TRAINING COMPLETION

- Inform the faculty PI supervising the research when you have completed the CITI course.
- You should print Completion Reports for your records.
- Completion of the Post-course evaluation is voluntary.



- <u>In addition to the CITI Program</u>, you are required to complete discipline and/or project specific training with your faculty mentor or document having received such training through other means, such as in your coursework.
- The PI and the student are required to affirm that the student has completed the CITI training and additional RCR training appropriate to the research project and discipline. Visit the CFR website (<u>https://www.stlawu.edu/corporate/grant-management</u>) to download the form.
- Contact CFR staff (<u>https://www.stlawu.edu/corporate/employees</u>) for more information or with any questions about the RCR training requirement.