# ITI PROGRAM: RESPONSIBLE CONDUCT OF RESEARCH (RCR) TRAINING: INSTRUCTIONS FOR STUDENT RESEARCHERS

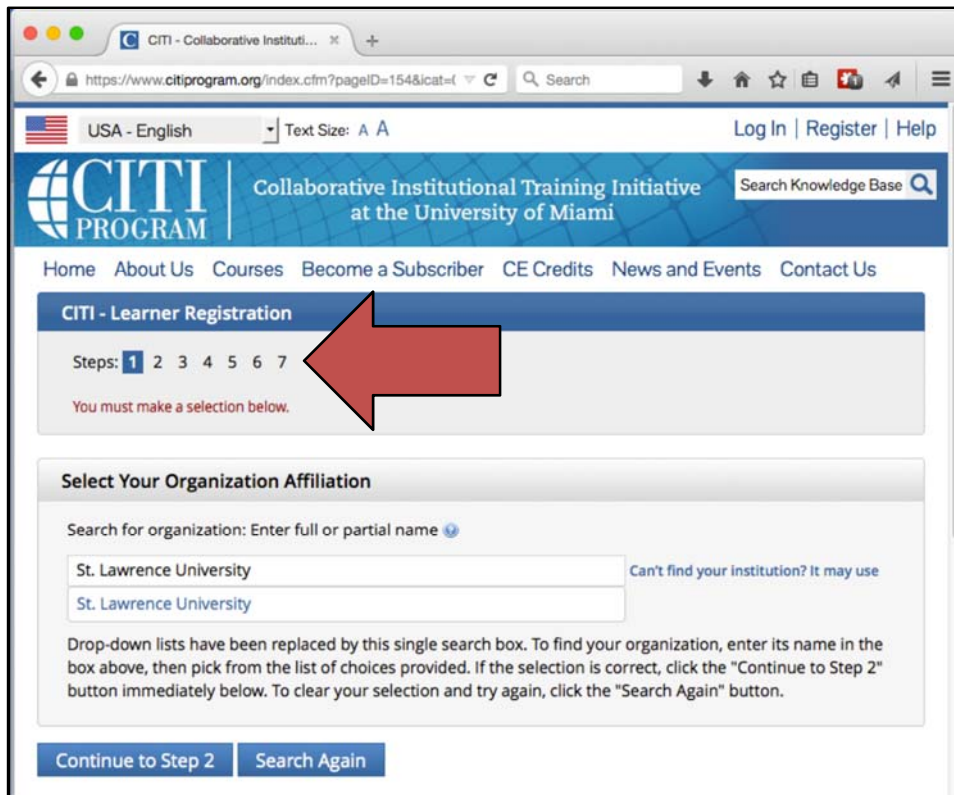These instructions provide information on the following:
1. **Creating** a CITI Program Account
2. **Completing** CITI Program Courses
3. **Navigating** the CITI Program Site
4. **Returning** to the CITI Program Site
5. **Documenting** CITI Course Completion and Certification of RCR Training Completion
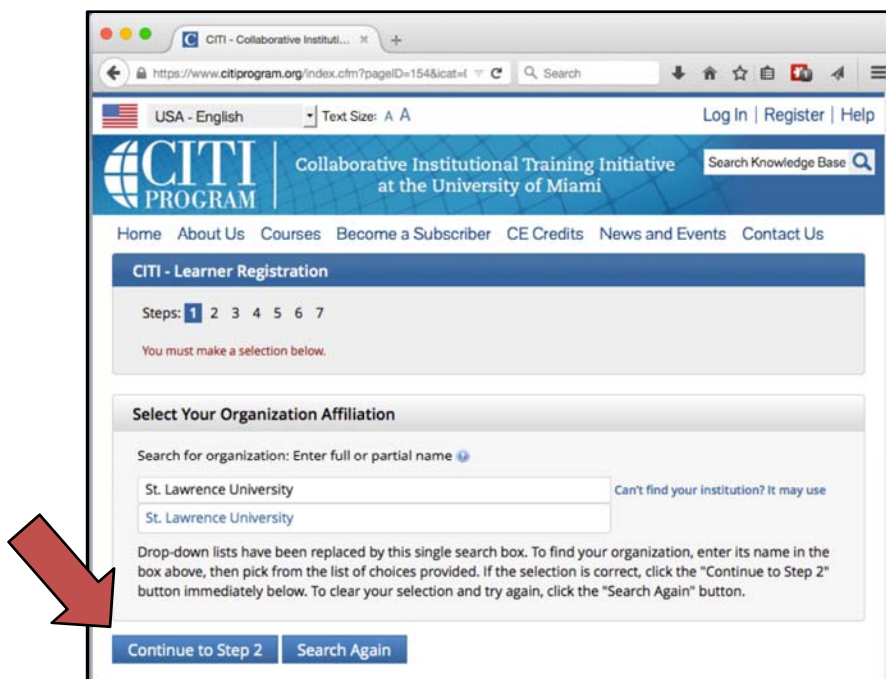
1. CREATING A CITI PROGRAM ACCOUNT:

- Open a web browser and navigate to https://citiprogram.org
- Click *Register* under *Create an Account*
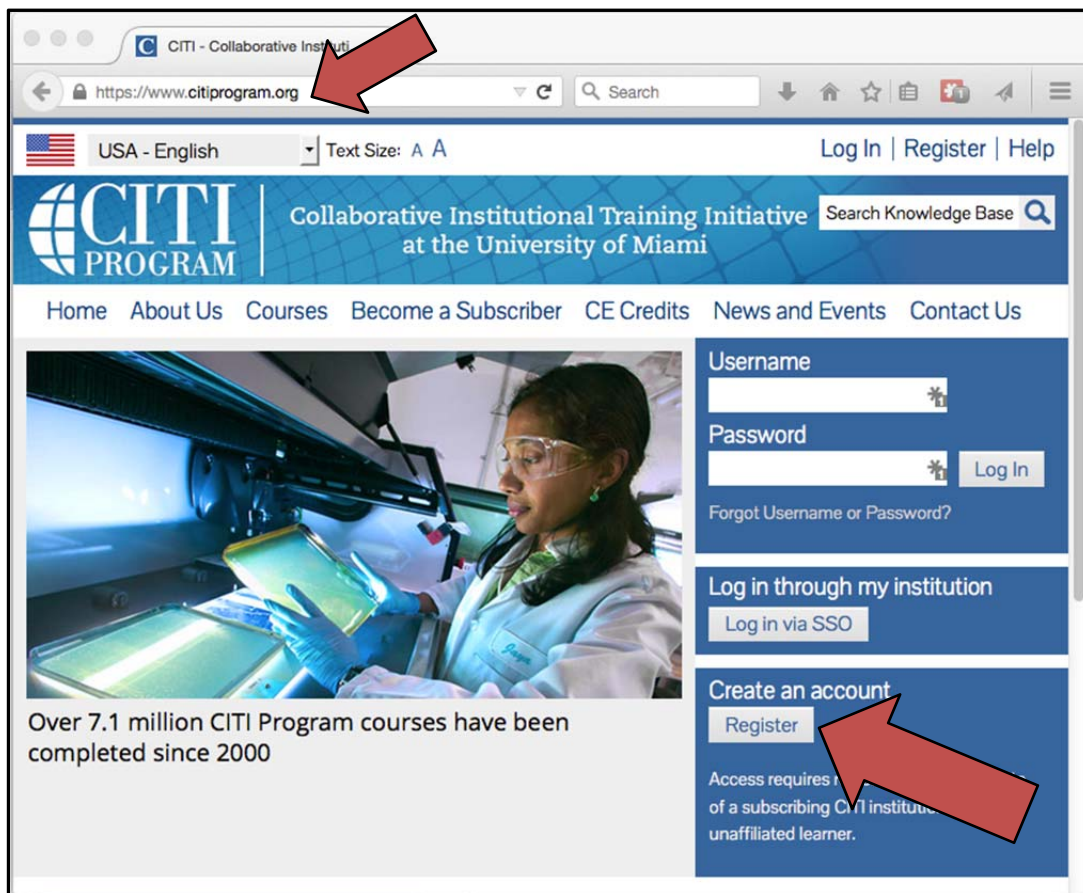
- Follow the **7 steps** in the registration process

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

Follow the instructions provided to complete the other steps.

Here is some additional information for completing those steps:
- **Step 2**: Note that a second email is not required

- **Step 5**:
  - 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

- **Step 6**:
  - An Employee Number is not required; leave that blank
  - "Role in Research":
    - Choose *Student Researcher – Undergraduate*

- **Step 7**: Choose the following options for each section:

  - Question 1: Human Subjects Research
    - 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

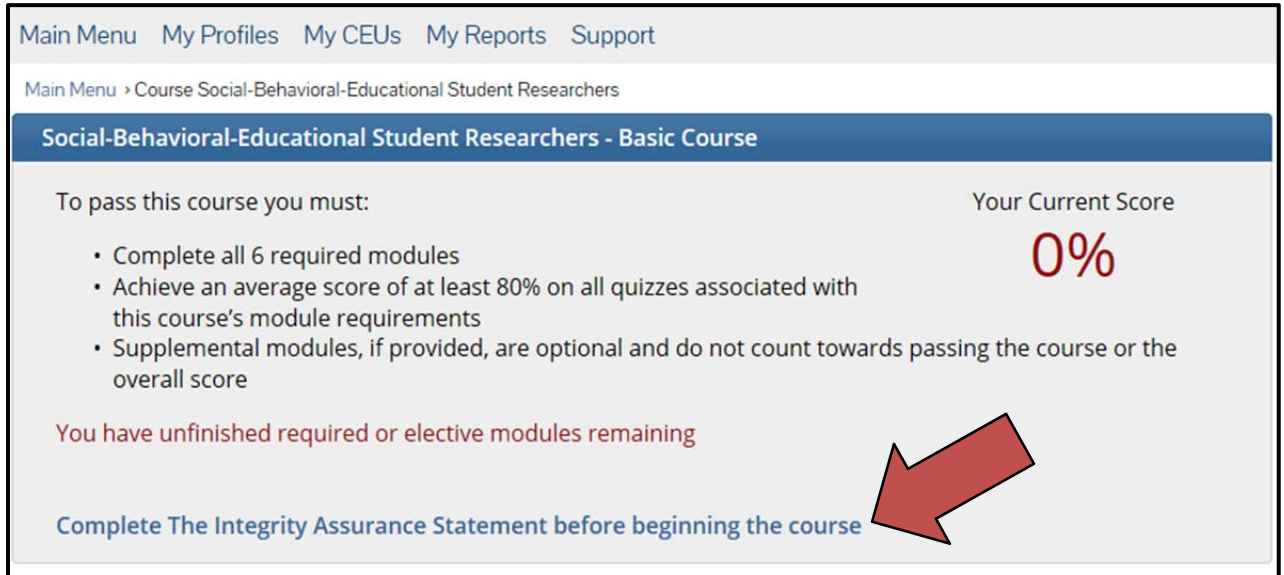 - Q4: Institutional/Signatory Officials
    - Choose *Not at this time*

  - 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.*

Main Menu   My Profiles   My CEUs   My Reports   Support

Main Menu › Course Social-Behavioral-Educational Student Researchers

Social-Behavioral-Educational Student Researchers - Basic Course

To pass this course you must: Your Current Score

- Complete all 6 required modules   **0%**
- 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
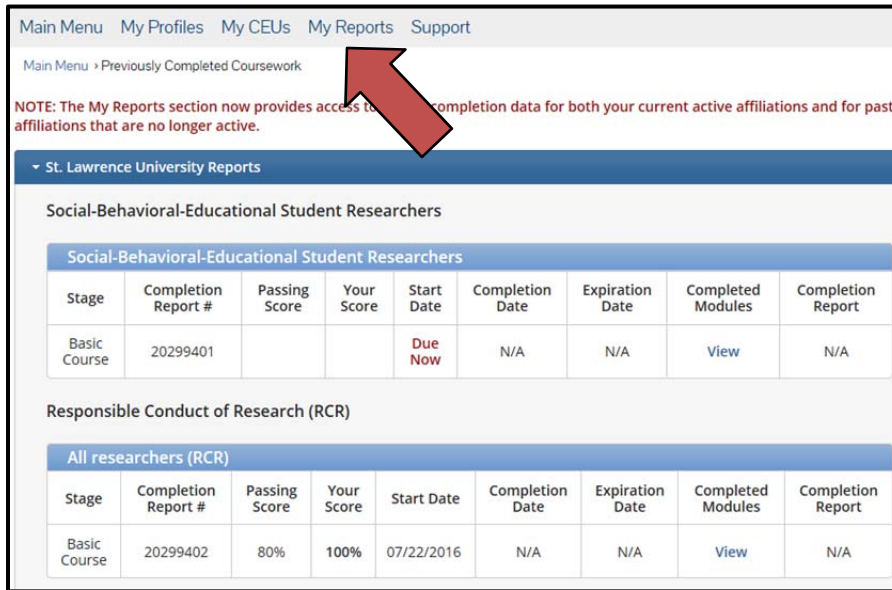

PLEASE NOTE:
- You are required to complete the NSF Student Researchers (RCR) course (all 9 modules) in CITI as part of the RCR training requirement.

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

- 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
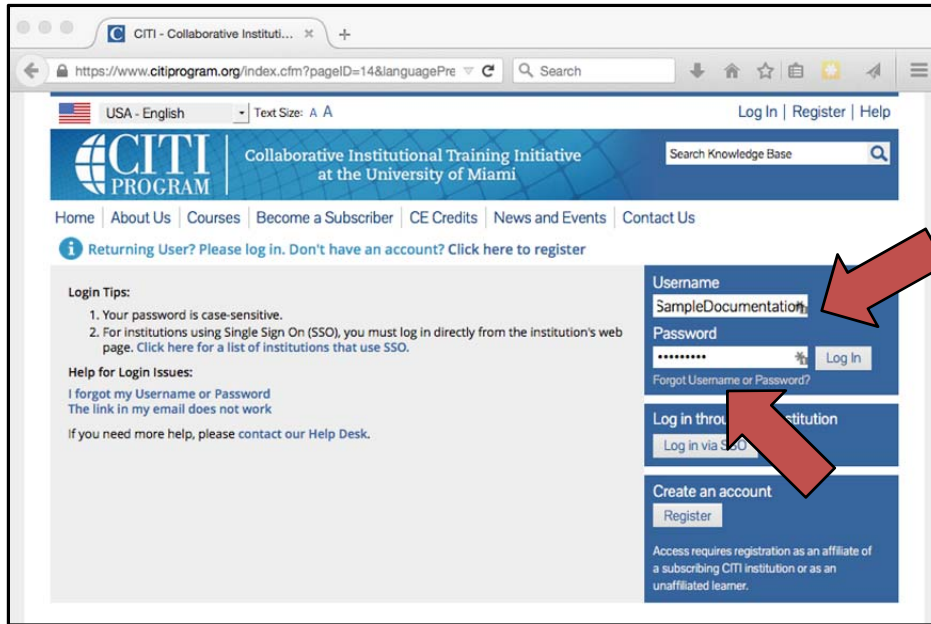
5. DOCUMENTING COURSE COMPLETION AND CERTIFICATION OF RCR TRAINING COMPLETION

- 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.

▾ St. Lawrence University Courses			
ⓘ Course	ⓘ Status	ⓘ Completion Report	ⓘ Survey
All researchers (RCR)	Passed 01/15/2016	Print Report	Post-course evaluation
Social-Behavioral-Educational Faculty/Staff Researchers	Incomplete	Not Earned	

- _In addition to the CITI Program_, 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 (https://www.stlawu.edu/corporate/grant-management) to download the form.
- Contact CFR staff (https://www.stlawu.edu/corporate/employees) for more information or with any questions about the RCR training requirement.