Instructions for Responsible Conduct of Research (RCR) Training

As of January 4, 2010, agencies such as the National Science Foundation are mandating new requirements for Responsible Conduct of Research (RCR) training for students and postdoctoral fellows associated with funded grant projects. To comply with these requirements, Bowling Green State University, through Principal Investigators, will be responsible for ensuring that students and postdoctoral researchers have successfully completed RCR training. At this time, training completion will be verified in the form of a completion report that the student/postdoctoral researcher can print from the online training website.

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

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1.

Go to the online training login page, which is hosted by CITI: http://www.citiprogram.org

New users select "Register Here"

Returning users, enter your CITI username and password

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First time users, complete Registration steps 1-8.

1- Select "Bowling Green State University" from the drop down list.

2- Create a Username and Password.

3- Provide a security question and answer

4 - Enter your name.

5- Enter your email address. You can provide more than one email.

6 – Decide if you want to purchase CME/CEU credits. Most users will answer "No".

7- Indicate if you are interested In profession certification. Most users will answer "No".

8- Decide if you would like to complete a course survey.

Select "Submit"

CITI Collaborative Institutional Training Initiative

Home

Complete Registration Steps 1-7 now.

1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one instit**
institution, you will be able to select additional institutions after providing the information

Participating Institutions: Bowling Green State University

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

Canadian Institutions:

India Participating Institutions:

Korea Participating Institutions:

2. Create your Username and Password

3

Enter information into all required fields (*):

	Language Preference:	English
*	Institutional email address:	falcon@bgsu.edu
*	Gender:	Female
*	Highest degree:	Ph.D.
	Employee Number:	
	Department:	
	Role:	
	Address Field 1:	
	Address Field 2:	
	Address Field 3:	
	City:	
	State:	
	Zip/Postal Code:	
	Country:	
*	Office Phone:	419-372-xxxx
	Which course do you plan to take?:	
	Home Phone:	

Select "Submit"

Submit   Cancel

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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 (RCR)**.

Scroll down this page

CITI Collaborative Institutional Training Initiative

Resources   Main Menu | Select La

Select Curriculum - Bowling Green State University

The CITI Program provides courses in Human Subjects Protection (HSRB), Lab Animal Welfare (IACUC), and The Res
Conduct of Research (RCR).

You will be prompted to click one of the following three links below. Your responses will determine the curriculum for the courses
taking. You can use the "Add a course or update your Learner Group" link on the "Learner Main Menu" to come back here to ch
your course selections.

Changing Your Course Selections Later

Use the "Add a course or update your Learner Group" link on the "**Learner Main Menu**" to come back here to change or u
your course selections.

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5.

Choose the one course that is most closely related to your discipline.

If you are not sure which course to take, ask your project or research advisor. If you are a student or faculty, do not select the Administrator Course.

Select "Continue".

3. Responsible Conduct of Research

All postdoctoral researchers and students receiving support from certain gran graduate students in Biological Sciences, Chemistry, Environmental Sciences Astronomy, Psychology, and Sociology must complete this training. If you are group below based on your field of study.

Choose all that apply

☐ Biomedical Responsible Conduct of Research Course
☑ Social and Behavioral Responsible Conduct of Research Course
☐ Physical Science Responsible Conduct of Research Course
☐ Humanities Responsible Conduct of Research Course
☐ Responsible Conduct of Research for Administrators
☐ Not at this time, Thank you.

6.

You can choose to affiliate with more than one institution. If any of example items apply, you can select "Yes" and you will be given the opportunity to affiliate with another institution.

Most users will select "No".

Select your institution or organization

You have registered with the following institution(s):

▶ Bowling Green State University

At this point you can register with another institution. This could be very usef

▶ You are required to complete the requirements for a **VA Medical Center**.
▶ You are collaborating with an investigator at another institution or organization tha
▶ 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 yo

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.

Yes | No

7.

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

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

Select the red "Enter" link to begin.

- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per inst institution's coursework requirements (see below).

Affiliate with another institution *i* | Change login information | Click here to Apply for

Bowling Green State University

You have enrolled for the following courses:

i My Courses	Status	Completion Reports CME/C
Social and Behavioral Responsible Conduct of Research, RCR	Not Started - Enter	Not Earned

i **Add a course or update your learner groups** for *Bowling Green State University*

Bowling Green State University Learner Utilities

On this page you can also add additional courses (such as Human Subjects Research Training) if necessary.

8.

After you select "Enter", you will see the list of "Elective Modules" to be completed.

Before you can access any of the modules, you must "The Integrity Assurance Statement" and select the correct response.

CR# 7120703: 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

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

Optional Modules (Provided for general interest only. You DO NOT receive credit for completing these modules.)

9.

After you have completed "The Integrity Assurance Statement" all modules become activated (click on the red title).

You can complete modules in any order, and at your own pace. You do not need to complete all modules in one session, but you must complete all "Elective Modules".

Note that completion of the Human Subjects and Animal Subjects modules in the RCR training does NOT meet the certification requirements for those activities.

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

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requirement.

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10.

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. Print the report for your records and submit a copy to the Principal Investigator of the project.

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

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If you have any questions, please contact Dr. Hillary Snyder, Research Compliance Officer, Office of Research Compliance at orc@bgsu.edu or 419-372-7716.