


# CITI Program for *Responsible Conduct of Research (RCR)* Training

## Instructions for the completion of RCR Training

Access the CITI Program site at:

<https://www.citiprogram.org/Default.asp?>

### Registration is required in order to access any of the training courses available through CITI.

- If you are a new user, click  New Users “**Register Here**” and complete the registration process.
  - It is important that your registration to the system be completed as a University of Central Florida affiliated learner. Otherwise, the official notification of completion generated by the system for your completed course will not be routed to the UCF CITI-RCR Administrator.
- Once your registration has been completed, you will be able to access the “Main Menu” page.

### To Start the Course: Access the “**Main Menu**” page

The Main Menu page includes links to Institutional Instructions & Other information. This page lists all the courses you have chosen (*My Courses*). The Main Menu page also provides a number of *Learner Utilities* items designed to help you with your RCR training process.

### When you are ready to proceed:

- Select the Basic Course [pick the *Responsible Conduct of Research (RCR) Course*].
  - Required Status- either “Not Started” or “Incomplete.” It will read “**Not Started**” if you have not yet completed any of the modules within each course. It will read “**Incomplete**” if you have already started the module, but have not taken the quiz assigned to the module. Not every module will require completion of a quiz.
- You may Add a course or update your learner groups.
  - This link will take you to the enrollment questions and will allow you to change your *Learner Group* by providing new responses to the enrollment questions.
  - The red link (“**Not started-Enter**”, or “**Incomplete or Re-Enter**”) will allow you to “**Begin/Continue the Course.**”
- Complete the Integrity Assurance section. The system will allow you to start taking the modules after completing the *Integrity Assurance*.
- Click “**Submit**”
- Next page: This page will show all modules available for your review and completion. You will now be ready to begin review of all required modules and complete the associated quizzes (as applicable).

- Modules are 15-30 minutes in length depending on the topic. You may log off and on of each module as needed, and can return to continue the course at your convenience.
- Complete any elective modules (if and/as applicable). Click on the “*Grade Book*” link for additional information.
- When you complete ALL required modules in your curriculum, you will be shown a link to “*Optional Modules*” on the *University of Central Florida Learner Utilities* Section located at the bottom of the “*Main Menu*” page. You may return to the course site at a future time to review these modules.

NOTES:

*Completion of Responsible Conduct of Research (RCR) training is an NSF requirement for undergraduates, graduate students, and postdoctoral researchers who will be supported by the agency in support of research activities. Additional information on NSF’s Responsible Conduct of Research policy is available at: <http://www.nsf.gov/bfa/dias/policy/rcr.jsp>*

- You must obtain a scoring of 80% or higher on the quizzes in order for the module to be considered “completed” by the CITI’s RCR Program endorsed by UCF. If your score is less than 80% on any taken module, the CITI’s RCR Program will not recognize such module as “completed”, and you must retake the quiz until you obtain an acceptable score.
- You may print your “*Completion Report*” through the link “*Print*” in the “*Learner’s Menu*”. Please keep a copy of such “*Completion Report*” for future reference.

***Re-Certification***

*Re-certification by the CITI’s RCR Program is required every 3 years if participating on NSF projects. A CITI refresher course will be available for future research misconduct training for those who have completed the CITI’s RCR course and are due to take a refresher course. The CITI Program will generate a friendly e-mail reminder once a refresher course must be taken by a UCF registered affiliated member.*

*The UCF Office of Compliance at ORC, through its Responsible Conduct of Research (RCR) Training Program, will be notified via e-mail by CITI of each completed RCR training course by any UCF registered affiliated member.*

If you have any questions, please contact:

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