To: Principal Investigators and Co-Principal Investigators  
From: Douglas Backman  
Director, Office of Compliance  
Date: September 1, 2011  
Subject: Required Responsible Conduct of Research (RCR) Training

Dear Principal Investigator and/or Co-Principal Investigator:

The National Science Foundation (NSF) requires grant recipients to implement a Responsible Conduct of Research (RCR) training for undergraduate and graduate students, as well as post-doctoral researchers who are assigned to NSF awards.

RCR training must be completed within 120 days of their payroll assignment to the project. If training is not completed within the established time-frame, participants could face suspension from participation on the project until training is completed.

The Office of Research & Commercialization (ORC) is providing access to RCR training via the CITI Program on-line research misconduct training modules, which include RCR for Research Administrators; RCR in the Arts & Humanities; RCR in the Biomedical Sciences; RCR for Engineers; RCR in the Physical Sciences and RCR in the Social & Behavioral Science. Modules can be accessed at the CITI Program webpage at: https://www.citiprogram.org/Default.asp. A “Guide to Completing the on-line CITI-RCR Training Course” is available at: http://www.rcr.ucf.edu/resources.html

RCR-CITI training modules registration is free-of-charge for all UCF employees and students. It is important that registration to the CITI-RCR Training Course be processed as a UCF affiliated learner and that the employee number entered into the system by the learner is accurate. After the RCR training course is completed, ORC receives an e-mail notification from the CITI Program allowing access to view the employee or student’s completion report, copy of which is maintained at ORC for RCR compliance purposes.

For questions: E-mail ORC/RCR at rcr-ucf@ucf.edu, or contact any of the following Compliance/RCR staff members:

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