

Instructions for Registering and Completing Responsible Conduct of Research (RCR) Training

This document includes instructions for:

- A. [Registering for a Collaborative Institutional Training Initiative \(CITI\) account](#)
- B. [Selecting and Completing a Training Course](#)
- C. [Add a Training Course](#)

Already completed training via CITI for another purpose? If you have already completed training for the University of Rochester via the Collaborative Institutional Training Initiative (CITI) do not create a duplicate account to complete RCR training. Use the 'Forgot?' option on the [log in page](#) to retrieve your username and/or reset your password and skip to Step C.

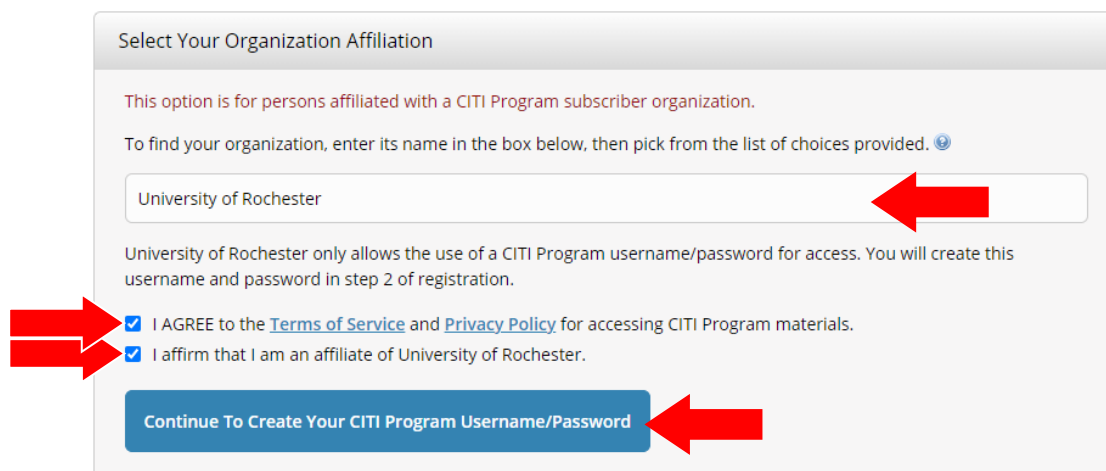
Questions? Questions can be directed to Dean Alan Czaplicki (alan.czaplicki@rochester.edu), Gunta Lidars, Associate VP for Research Administration (gunta.lidars@rochester.edu).

A. [Registering for a CITI Account](#)

1. Go to the Collaborative Institutional Training Initiative (CITI) webpage at www.citiprogram.org and click on 'Register' (in the upper right corner).



2. Registration Step 1: Enter the University of Rochester (UR) in the textbox to identify your affiliated organization and select the checkbox to agree to the Terms of Service and Privacy Policy. (**Do not** select 'Log in Through My Institution'; the single sign-on option is not available for UR faculty/staff/students.)
 - After agreeing to the Terms of Service and Privacy Policy, select the checkbox to affirm that you are affiliated with the University of Rochester.
 - After affirming your affiliation, click 'Continue to Create Your CITI Program Username/Password'.

A screenshot of the CITI Program registration form titled 'Select Your Organization Affiliation'. The form includes a text box with 'University of Rochester' entered, two checked checkboxes for 'I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.' and 'I affirm that I am an affiliate of University of Rochester.', and a blue button labeled 'Continue To Create Your CITI Program Username/Password'. Red arrows point to the text box, the checkboxes, and the button.

3. Complete the remaining registration steps as prompted, clicking 'Continue' to proceed through each step. Note:
 - If you receive a prompt that indicates your email address is already in the system, please contact CITI directly at 888-529-5929 to retrieve your username and password.

- Once you have completed the registration process, you will be directed to select a course. See the information provided below on [selecting and completing a training course](#).

B. Selecting and Completing a Training Course

- Select the checkbox for **Responsible Conduct of Research (RCR)** and move to the next page.


Question 1

What is the course that you need to take?


This question is required. Choose all that apply.

Human Subject Protection

Animal Care and Use

 Responsible Conduct of Research

Good Clinical Practice (GCP)



- Select **UR Undergraduate Students** option and move to the next page.

Question 5


Responsible Conduct of Research


What is the group appropriate to your research activities?

Choose one answer.

Biomedical Investigators

UR Graduate Students and postdoctoral appointees


 UR Undergraduate Students



- To begin the course, click 'Start Now'.

University of Rochester
RCR for UR Undergraduate Students
Stage 1 - RCR

0 / 1 modules completed



- You will be prompted to complete an 'Assurance Statement' prior to initiating the training. Once this has been completed, click 'Start' adjacent to the first training module to begin the course.

C. Adding a Training Course

1. Following a log in, select 'View Courses' adjacent to the University of Rochester listing (below the blue welcome banner). On the following page, scroll to the bottom of the page to find 'Learner Tools for University of Rochester'. Select 'Add a Course'.



2. Follow the instructions listed above for [selecting and completing a training course](#).