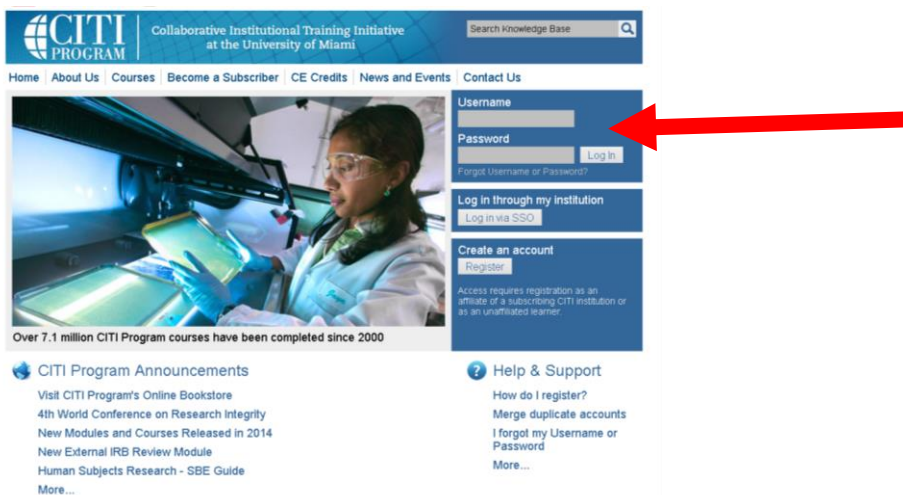


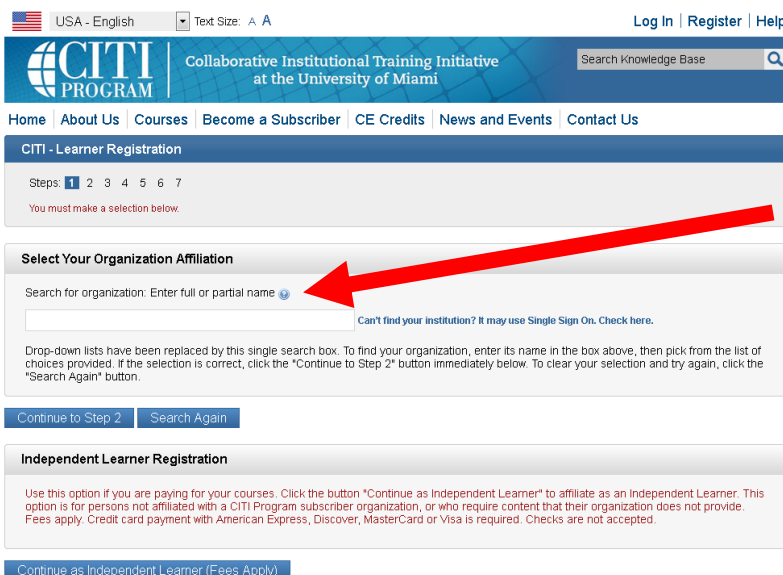
Instructions for CITI RCR Training

The [2007 America COMPETES Act](#) directed NSF to require that all funded students and postdocs undergo training in the responsible conduct of research (RCR). The implementation of this requirement became effective with all NSF awards (including continuations) received on or after **January 4, 2010**. In compliance with this Federal regulation, the University of Massachusetts Amherst requires all NSF- sponsored Post Docs and Graduate students (whether on a new or continuing appointment) to complete the online CITI course in RCR and receive a score of 80% or better. At the discretion of the PI, Undergraduate students will either complete the CITI course or be asked to certify that they have read and understood the contents of the following pamphlet which provides an introduction to the key concepts.

1. If you are a first-time user of the CITI training site you must first **register**. From the [CITI Home Page](#) select "Create an Account,"



2. Select the University of Massachusetts as your institutional affiliation.



3. Enter in information required in **Step 2**.

The screenshot shows the 'Personal Information' section of the registration process. At the top, there is a navigation bar with 'USA - English', 'Text Size: A A', and links for 'Log In | Register | Help'. Below this is the CITI PROGRAM logo and 'Collaborative Institutional Training Initiative at the University of Miami'. A search bar for 'Search Knowledge Base' is also present. The main navigation includes 'Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us'. The current page is 'CITI - Learner Registration - University of Massachusetts Amherst', with 'Steps: 1 2 3 4 5 6 7' and '2' highlighted. The 'Personal Information' section contains the following fields: '* First Name', '* Last Name', '* Email Address', '* verify email address', 'Secondary email address', and 'Verify secondary email address'. A note states: 'We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.' A 'Continue to Step 3' button is at the bottom.



4. Move to **Step 3** and create a Username and Password.

The screenshot shows the 'Create your Username and Password' section. The navigation bar and CITI PROGRAM logo are identical to the previous step. The main navigation is 'Home | About Us | Courses | Become a Subscriber | CE Credits | News and Events | Contact Us'. The current page is 'CITI - Learner Registration - University of Massachusetts Amherst', with 'Steps: 1 2 3 4 5 6 7' and '3' highlighted. The 'Create your Username and Password' section contains the following fields: '* User Name', '* Password', '* verify Password', '* Security Question', and '* Security Answer'. A note states: 'Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.' Another note states: 'Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".' A final note states: 'Please choose a security question and provide an answer that you will remember. NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.' A 'Continue to Step 4' button is at the bottom.



5. Continue on to **Steps 4-6**, completed information as required.

6. Step 7 will bring you to the **Course Enrollment** page.

CITI Course Enrollment Procedure

CITI provides courses in **Human Subjects Protection, Good Clinical Practice, Health Information and Privacy, Lab Animal Welfare, and The Responsible Conduct of Research.** Your organization likely has several requirements and perhaps some options to meet your instructional obligations.

- You will be provided a series of enrollment questions below
- Your responses will determine the curriculum for the courses you are going to take.
- Please read the questions and responses carefully to make the best choice.

Human Subjects Protection Course:

- If you have NOT completed a CITI course at this institution previously, you may be required to complete the BASIC course at this time.
- If you have completed the CITI Basic course since 5-1-2004, the software is programmed to show you the CITI Re-refresher course now.
- You may be able to fulfill your refresher obligation with the CITI Good Clinical Practice Course. Please consult your IRB office.

For more detailed information review the instructor's page of your Institution. This page is available as a link at the top of this page

Laboratory Animal Welfare Course

If you are planning to use lab animals in your work, you may be required to complete the CITI Lab Animal Welfare Course. You should:

- Choose the appropriate courses according to your role in research and the species you use.
- Choose all that apply.
- Contact your IACUC Office if you have questions regarding your requirements.

CITI Curriculum Selection

You may enroll in multiple courses. You can take the courses sequentially or together. You should use multiple login sessions. The available courses in the CITI program are:

- **The Human Subjects Courses**
 - Good Clinical Practice (GCP)
 - Health Information Privacy and Security (HIPPS)
- **The Lab Animal Welfare Courses**
 - Responsible Conduct of Research (RCR)

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 update your course selections.

Continue to Question 1 at this time.

7. Scroll down the page to **Question 4**. You do not have to answer Questions 1-3. In Question 4 choose the RCR course that applies to the area of your concentration. Select "no" for **Question 6**.

Question 4

Responsible Conduct of Research

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

Choose one answer

- 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 Engineers
- Not at this time.

Question 5

Export Controls

Please make your selection below to enroll into the CITI US Export Control Regulations course.

Choose one answer

- CITI Export Controls
- Not at this time.

*** Question 6**

PHS Financial Conflict of Interest

Would you like to take the PHS Financial Conflict of Interest Course?

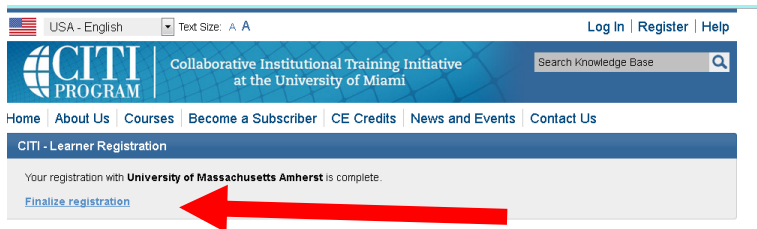
Choose one answer

- Yes
- No

Complete Registration

8. Click "Complete Registration and continue on to the next page.

9. There will ask you to **finalize your registration** and you must do so by clicking the link.



10. You will be brought to the final page, where you can click on the **RCR Course** you have selected and begin the training.

