

## **Responsible Conduct of Research (RCR) Training Guide:**

Responsible Conduct of Research training is only required for some federally funded research. Note that some federal grant programs, in particular the National Science Foundation (NSF) and the National Institutes of Health (NIH), require RCR training. Consult with The Office of Research Compliance Office at [compliance@ohio.edu](mailto:compliance@ohio.edu) or (740-593-0664) to determine if you need RCR training.

- **Disclaimer:** Completion of RCR training is NOT required to submit a protocol for use of human subjects or animals.

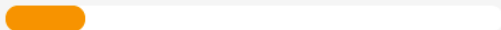
### **1. Responsible Conduct of Research Training Courses:**

- During CITI registration, you selected from the list of RCR training courses depending on the nature of your research. Note, options A. Biomedical Responsible Conduct of Research or B. Social and Behavioral Responsible Conduct of Research contain the same core content, however, they differ slightly in examples.
  - If you are unsure which RCR course is most appropriate for you to take, please contact the Office of Research Compliance at [compliance@ohio.edu](mailto:compliance@ohio.edu) or (740-593-0664).
- **NOTE:** Need to register with CITI? Follow the link to our Training Page and select *CITI- Getting Started Guide*  
<https://www.ohio.edu/research/compliance/training>

#### **A. Biomedical Responsible Conduct of Research**

Ohio University  
Biomedical Responsible Conduct of Research Course 1.  
Stage 1 - Basic Course

2 / 12 modules completed




Continue Course

#### **B. Social and Behavioral Responsible Conduct of Research**

Ohio University  
Social and Behavioral Responsible Conduct of Research Course 1.  
Stage 1 - Basic Course

2 / 12 modules completed



Continue Course

- ***NOTE:*** If you need to add either “**Biomedical Responsible Conduct of Research**” or “**Social and Behavioral Responsible Conduct of Research**” to your CITI curriculum, while under the “**My Courses**” tab select “**View Courses.**” *Please skip this step and proceed to Step 2. “Starting Coursework” if you have already added your required course during new user registration.*

English ▾

**CITI PROGRAM** My Courses My Records My CE/CMEs Support Admin

Welcome, Whitney

Add Institutional Affiliation  
Register as Independent Learner

3 Courses Completed 3 Months of Membership

### Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing Institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Ohio University **View Courses**

Would you like to affiliate with another Institution? **Add Affiliation**

Would you like to remove an existing affiliation? **Remove Affiliation**

- Next, scroll to the bottom of the page until you see “**Learner Tools for Ohio University.**”

- Select “**Add a Course**”.

Learner Tools for Ohio University

- **Add a Course**
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

- Check the box that says, “**Responsible Conduct of Research training (only required for some federally funded research, eg. NSF. Consult with Compliance Office if needed)**”, and then press “Next”.

## Select Curriculum

Ohio University

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Question 1

At this time, I wish to take:

This question is required. Choose all that apply.

- Human Subjects training (required for IRB submission)
- Animal training (required for IACUC submission)
- Responsible Conduct of Research training (only required for some federally funded research, eg. NSF. Consult with Compliance Office if needed.)**
- Conflict of Interest training
- Good Clinical Practice course
- Faculty, Administrators and Students (IPS)
- Community-Engagement Learning
- Export Compliance

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Start OverNext

- Select a course from the list of Responsible Conduct of Research courses that most closely aligns with your area of interest.

# Select Curriculum

Ohio University

## Question 7

Responsible Conduct of Research (RCR) training is currently ONLY required for some federally funded studies. Completion of RCR training is NOT required to submit a protocol for use of human subjects or animals.

If you NEED or WANT to take Responsible Conduct of Research (RCR) Course, please make your selection below.

This question is required. Choose all that apply.

- Responsible Conduct of Research Course - 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 - Engineers

Start Over

Next

- Once you are satisfied with your course selections, press “Next.”
- You will then receive a message saying, “**You are now enrolled in the course(es) you have selected**”. You can now begin the coursework.

 You are now enrolled in the course(s) you selected.

Show Courses for: Ohio University



Institution List

Ohio University

## 2. Starting Coursework:

- While on the “My Courses” tab select “View Courses” (highlighted in red) to see all your added courses.

The screenshot shows the CITI PROGRAM user interface. At the top, there is a navigation bar with the CITI PROGRAM logo, a search bar, and a language dropdown set to English. Below the navigation bar, a blue header displays a welcome message for Whitney, along with statistics: 3 Courses Completed and 3 Months of Membership. The main content area is titled 'Institutional Courses' and includes a brief explanation of the program. Below this, there are three buttons: 'View Courses' (highlighted with a red box), 'Add Affiliation', and 'Remove Affiliation'. The 'View Courses' button is positioned next to the 'Ohio University' affiliation.

## 3. Active Courses:

- Below your “Courses Ready to Begin” and/or “Active Courses” list you will see each course you for which you are actively enrolled. As each module is completed the completion bar fills in orange to show your progress.
- Select “Start Now” to see each module within the course group.

The screenshot shows the 'Active Courses' section of the CITI PROGRAM user interface. At the top, there is a blue header with a welcome message for Whitney and statistics: 3 Courses Completed and 5 Months of Membership. Below the header, there is a dropdown menu for 'Show Courses for:' set to 'Ohio University' and a button for 'Institution List'. The main content area is titled 'Ohio University' and includes a link for 'Learner Tools'. Below this, there is a card for an 'Active Course' titled 'Biomedical Responsible Conduct of Research Course 1. Stage 1 - Basic Course'. The card shows a progress bar indicating '2 / 12 modules completed' and a 'Start Now' button (highlighted with a red box).

- For each course group you will see a list of Required Modules.
- Incomplete modules are marked as “Incomplete”, select “**Start**” to begin.

### Required Modules

Complete all 12 required modules.

Modules	Completed	Score	
Authorship (RCR-Basic) (ID 16597)	Incomplete	-	<b>Start</b>
Collaborative Research (RCR-Basic) (ID 16598)	Incomplete	-	Start
Conflicts of Interest (RCR-Basic) (ID 16599)	Incomplete	-	Start
Data Management (RCR-Basic) (ID 16600)	Incomplete	-	Start
Mentoring (RCR-Basic) (ID 16602)	Incomplete	-	Start
Peer Review (RCR-Basic) (ID 16603)	Incomplete	-	Start
Research Misconduct (RCR-Basic) (ID 16604)	Incomplete	-	Start
Plagiarism (RCR-Refresher) (ID 19267)	Incomplete	-	Start
Communicating with the Public (ID 19270)	13-Sep-2021	100%	Review

- Once you reach the end of a module, at the bottom of the page, you will see if the module has a quiz.
  - Select “**Take the Quiz**”.

i This module has a quiz.

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Return to Gradebook
**Take the Quiz**
View Post-Course Completion Options

- A passing score of 80% or above is needed to receive credit for the quiz. After taking the quiz you will be shown which questions you answered correctly and incorrectly. Quizzes can be repeated to earn a higher score.

#### 4. Locating and Printing your Training Completion Report

- While under the “My Records” tab at the top ribbon of the screen, scroll down the page until you identify the course you need to provide a training completion report for.

Records  
Ohio University (ID 533)

Show Records for: Ohio University

Ohio University Records (ID 533)

Responsible Conduct of Research - Biomedical Responsible Conduct of Research Course 1. (ID 26866)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	44887833	80%	100%	21-Jun-2021	24-Jun-2021	23-Jun-2024	<a href="#">View</a>	<a href="#">View-Print-Share</a>

Human Research - Group 2.Social and Behavioral Investigators and Key Personnel. (ID 1685)

Stage	Record ID	Passing Score	Your Score	Start Date	Completion Date	Expiration Date	Gradebook	Completion Record
Basic Course	44887840	80%	100%	13-Sep-2021	Due Now	-	<a href="#">View</a>	-

- Select “View/Print-Share” under the “Completion Record” column on the far right.

**Biomedical Responsible Conduct of Research Course 1.**

Name	Stage	Completion Date	Expiration Date	Record ID
Whitney Dutcher	1 - Basic Course	25-Jun-2021	24-Jun-2024	43224478

**Completion Report**

Completion Reports are transcripts of your course work, and include all quiz scores. Part 1 shows scores "frozen" at the time you completed and passed the course. Part 2 reflects scores for any subsequent quiz attempts.

[View / Print](#)[Copy Link](#)**Completion Certificate**

Completion Certificates are "diplomas" that reflect course completion, but do not include quiz scores. Certificates are suitable for sharing with persons who do not need to see your quiz results, or posting online.

[View / Print](#)[Copy Link](#)[in Add to LinkedIn](#)

- Under "Completion Report" and select "**View/Print**".
- Note, do not select "Completion Certificate". Certificates cannot be accepted in the LEO system as proof of training.
- Pictured below is an example of what your CITI training completion report will look like.



**COLLABORATIVE INSTITUTIONAL TRAINING INITIATIVE (CITI PROGRAM)**  
**COMPLETION REPORT - PART 1 OF 2**  
**COURSEWORK REQUIREMENTS\***

\* NOTE: Scores on this Requirements Report reflect quiz completions at the time all requirements for the course were met. See list below for details. See separate Transcript Report for more recent quiz scores, including those on optional (supplemental) course elements.

• **Name:**  
 • **Institution Affiliation:**  
 • **Institution Email:**  
 • **Institution Unit:**  
 • **Phone:**

• **Curriculum Group:** Responsible Conduct of Research  
 • **Course Learner Group:** Biomedical Responsible Conduct of Research Course 1  
 • **Stage:** Stage 1 - Basic Course

• **Record ID:** 43808807  
 • **Completion Date:** 28-Jul-2021  
 • **Expiration Date:** 28-Jul-2023  
 • **Minimum Passing:** 80  
 • **Reported Score\*:** 98

REQUIRED AND ELECTIVE MODULES ONLY	DATE COMPLETED	SCORE
Authorship (RCR-Basic) (ID: 16597)	28-Jul-2021	5/5 (100%)
Collaborative Research (RCR-Basic) (ID: 16598)	28-Jul-2021	5/5 (100%)
Conflicts of Interest (RCR-Basic) (ID: 16599)	28-Jul-2021	5/5 (100%)
Data Management (RCR-Basic) (ID: 16600)	28-Jul-2021	5/5 (100%)
Mentoring (RCR-Basic) (ID: 16602)	28-Jul-2021	5/5 (100%)
Peer Review (RCR-Basic) (ID: 16603)	28-Jul-2021	5/5 (100%)
Research Misconduct (RCR-Basic) (ID: 16604)	28-Jul-2021	5/5 (100%)
Plagiarism (RCR-Refresher) (ID: 19267)	28-Jul-2021	5/5 (100%)
Communicating with the Public (ID: 19270)	28-Jul-2021	5/5 (100%)
Presentation of Research Findings (ID: 19355)	28-Jul-2021	4/5 (80%)
Using Animal Subjects in Research (RCR-Basic) (ID: 13301)	28-Jul-2021	5/5 (100%)
Research Involving Human Subjects (RCR-Basic) (ID: 13566)	28-Jul-2021	5/5 (100%)

## 5. Record Retention:

- **NOTE:** Responsible Conduct of Research (RCR) training reports not uploaded into the LEO system. Please maintain a copy of your training completion report with your own personal records. Note, you may be required to provide proof of training to the funding agency.