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 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 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

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

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

  o Select **“Add a Course”**.
• 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 a course from the list of Responsible Conduct of Research courses that most closely aligns with your area of interest.
• 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.
2. Starting Coursework:

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

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.
• For each course group you will see a list of Required Modules.

• Incomplete modules are marked as “Incomplete”, select “Start” to begin.

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

• 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”.
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.

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