

How to Complete the CITI RCR Training (Student version)

A Web-based learning approach, Collaborative Institutional Training Initiative (CITI), is DePaul's core approach to meeting the National Science Foundation (NSF) requirement of adherence to University and federal guidelines in Responsible Conduct of Research (RCR) training.

Use these instructions on the CITI website to:

- Create a profile. Registration of a username and password on the CITI website is required. The username and password you choose will not be shared with anyone at DePaul.
- Find and complete a course, e.g., NSF RCR training.

For either of these actions, first access the CITI program at the following URL:

<http://citiprogram.org>

Note that you may be able to transfer credit for completed CITI modules from your previous institution to DePaul University. If you think you qualify, contact the CITI helpdesk (<http://citiprogram.desk.com>) for more information.

1 Create an Account

Do not create a duplicate account if you have already created one. If you have forgotten your login information, use the login information retrieval process from CITI.

- On the CITI website, under Create an account, click Register.



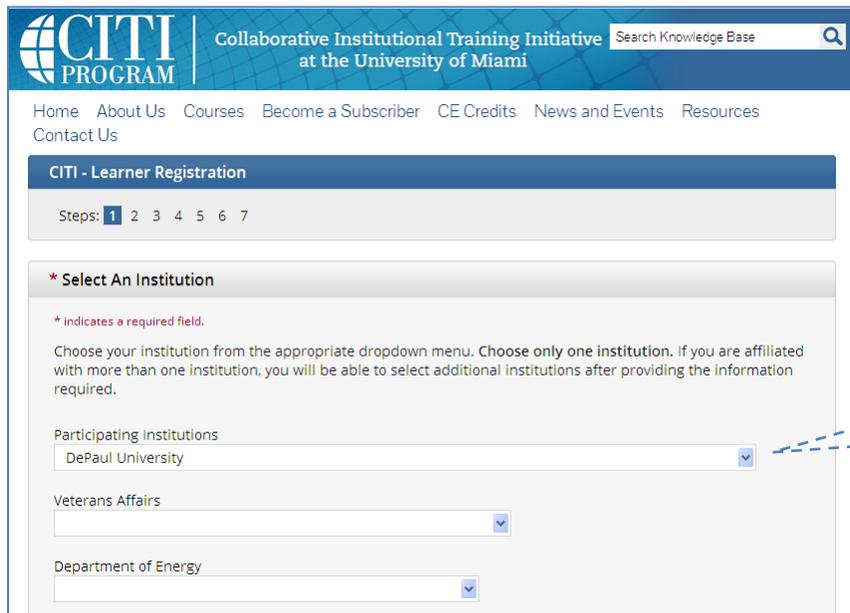
The screenshot shows the CITI Program website interface. At the top, there is a search bar and navigation links: Home, About Us, Courses, Become a Subscriber, CE Credits, News and Events, Resources, and Contact Us. The main content area features a banner with a computer monitor displaying the CITI logo and the text 'Over 5.0 million CITI Program courses have been completed since 2000'. To the right of the banner is a registration form with fields for 'Username' and 'Password', a 'Log In' button, and a 'Create an account' section with a 'Register' button. Below the banner is a section for 'CITI Program Announcements' with several links to recent news items. To the right of the announcements is a 'Help & Support' section with links for 'How do I register?', 'Merge duplicate accounts', 'I forgot my Username or Password', and 'More...'. Three dashed blue boxes with arrows point to the 'Register' button, the 'Create an account' section, and the 'Help & Support' section, containing instructional text.

If you are a new user, click Register and create an account.

Please do not create a duplicate account.

Use the Help & Support links for additional instructions.

- Complete the seven registration steps.
 - Use the Help & Support links for additional instructions, directly under the Register button, or link to CITI's guidelines found at this address:
<http://citiprogram.desk.com/customer/portal/articles/1231781-new-learner-account-registration-2-0>
 - Choose DePaul University from the Participating Institutions dropdown. Leave the other dropdown boxes blank.



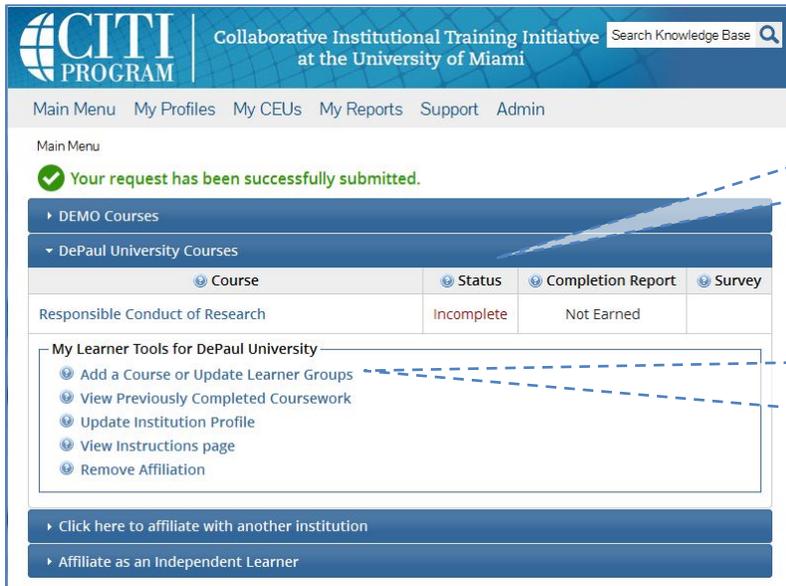
- Next, enter your demographic information, completing all mandatory questions.
- Finally, choose a Learner Group that is compatible with your training needs:
 - For Undergraduate Students, the ‘Undergraduate Students’ option.
 - For Graduate Students and Post-Docs, select “All others”.

2 Find and complete a course

The RCR Course requires 2-3 hours to complete. You are not required to complete the entire course in one session. The course tracks and records progress so that you may log in and out at your convenience. A minimum aggregate score of 80% is required to pass the RCR course.

Each RCR topic consists of an introduction, foundation text, case studies, and quiz questions.

- Use the screenshot below as guidance, and follow the instructions and links on the Learner’s Menu to begin the course you selected.



The screenshot shows the CITI PROGRAM interface for the Collaborative Institutional Training Initiative at the University of Miami. The top navigation bar includes 'Main Menu', 'My Profiles', 'My CEUs', 'My Reports', 'Support', and 'Admin'. A notification states 'Your request has been successfully submitted.' Below this, there are sections for 'DEMO Courses' and 'DePaul University Courses'. A table lists courses with columns for 'Course', 'Status', 'Completion Report', and 'Survey'. One course, 'Responsible Conduct of Research', is shown with a status of 'Incomplete'. A 'My Learner Tools for DePaul University' section contains several links: 'Add a Course or Update Learner Groups', 'View Previously Completed Coursework', 'Update Institution Profile', 'View Instructions page', and 'Remove Affiliation'. At the bottom, there are links to 'Click here to affiliate with another institution' and 'Affiliate as an Independent Learner'.

Click on the “Incomplete – Re-enter” link under the “Status” header.

Use the “Add a course or Update Learner Groups” link on the Learner’s Menu to select or change learner groups.

- Complete the Integrity Assurance module prior to initiating the learning modules. After you have completed the Integrity Assurance Statement you can begin the training. If you start the training on one computer, but go to complete the course on a differing computer, you may be asked to complete the Assurance Statement again. This is an added measure of assurance that the correct person is completing the training.
- Complete the required RCR modules and associated quizzes, achieving a minimum passing score of 80%. Repeat quizzes until you reach at least the 80% level.
- As you complete the required modules successfully, the Office of Research Services will monitor your progress, and report back to your research advisor. Print the Certificate as a PDF, and either keep it in your files or submit it to your PI if requested.
- When you complete all required modules successfully, you may print your completion report through the Print link on the menu. You may also return to the course site at any time to obtain a copy of the completion report.