Responsible Conduct **RCR** of Research

RESPONSIBLE CONDUCT OF RESEARCH (RCR)

Published by Office of Research Compliance and Integrity
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The Research Ethics and Compliance Office (RECO) in the Office of Research at UC Davis has contracted with the Collaborative Institutional Training Initiative (CITI) to provide online training in Responsible Conduct of Research. (RCR) These online courses are designed for faculty and staff members, graduate students and undergraduate students who are interested in or focusing on the research areas listed below. The CITI courses are one of two requirement components needed to obtain the RCR Certificate to satisfy federal regulations that require RCR training as a part of grant and contracts terms and conditions.

- **NOTE:** These RCR courses are not completed in lieu of the basic courses in human subjects or lab animal welfare.

- If you require additional guidance, please contact the RECO Compliance Coordinator, Elizabeth "Liz" Chase at eschase@ucdavis.edu

CITI PROGRAM <u>NEW</u> REGISTRATION INSTRUCTIONS

Create your CITI program account

- Skip this step if you are a CITI registered user, go to <u>SELECT COURSES</u>.

- If you are a registered user and do not know your username or password, please **DO NOT CREATE A SECOND CITI ACCOUNT**.
- Visit <u>CITI LOGIN</u> and select "Forgot?"

| student | Forgot? |
| Password | Forgot? |

Log In

NOTE: It is highly recommended to only have one CITI Program account to keep accurate completion records and to avoid duplicating previously completed coursework.

To merge multiple accounts, please send an email to support@citiprogram.org and include the following information:

- Your first and last name.
- The name of your institution.
- The username or member ID for the account to keep.
- The username(s) or member ID(s) for the account(s) to merge.

If you are not a registered user visit the [CITI website](#): select REGISTER

English ▾

LOG IN   LOG IN THROUGH MY ORGANIZATION   REGISTER ◄——

- Choose "Register" and type "Davis" or "University of California, Davis" to "Select Your Organization Affiliation."
- Read the Terms of Service and Privacy Policy and select AGREE if you agree to the terms.

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

| University of California, Davis |

University of California, Davis only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

☑ I AGREE to the Terms of Service and Privacy Policy for accessing CITI Program materials.
☑ I affirm that I am an affiliate of University of California, Davis.

Create a CITI Program account

- Click on "Create CITI Program Account"
- Type your personal information, (please use your UC Davis email) and continue to step 3.

CITI - Learner Registration - University of California, Davis

Steps : 1 **2** 3 4

Personal Information

* indicates a required field.

* First Name	* Last Name
John	Doe

* Email Address	* Verify email address
jdoe@ucdavis.edu	jdoe@ucdavis.edu

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.

Secondary email address	Verify secondary email address
jdoe@gmail.com	jdoe@gmail.com

Continue To Step 3

- Create your Username and Password.
  NOTE: UC Davis does not track passwords.

- Select your country of residence
  (**NOTE:** ORCID ID is NOT required for CITI registration. If you do not have an ORCID ID leave that step blank. ORCID provides a persistent digital identifier (an **ORCID iD**) that you own and control. Visit [ORCID](#) for more information)
- (If you say yes and allow CITI to contact you, you may receive marketing emails.)
  Select Finalize Registration.

![Responsible Conduct of Research RCR logo]

- Next you are asked about your CE credit status. CE Credit is not relevant to RCR courses. For RCR course registration please select NO.

Your CE Credit Status

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for re-certification are available for most CITI courses – please see "Course List" link under the "CE Credits" tab on login page for details.

Please register your interest for CE credits below by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

○ YES
At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

◉ NO
The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase **after** you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grade book page.

Submit

- Affiliate with & select your role at UC Davis.

NOTE: If you are unsure of your role, contact the RECO Compliance Coordinator, Elizabeth "Liz" Chase at eschase@ucdavis.edu

- Read the Terms of Service and if you agree, please select AGREE.

Affiliate with an Institution

Home › Profiles › Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. ⓘ

University of California, Davis

☐ I AGREE to the **Terms of Service** for accessing CITI Program materials.

- Congratulations, You are now REGISTERED.

Responsible Conduct RCR of Research

SELECT RCR LEARNER GROUP

If you are registered with CITI you will need to select your RCR Learner Group.

- Go to the top of the page and select **My Courses**, under Institutional Courses, you should see University of California, Davis and a Blue Box that says View Courses.

CITI PROGRAM   My Courses   My Records   My CE/CMEs   Support

- Select the **View Courses** Box.
- You should now see a drop down list for University of California, Davis. Please select the Institutional List.
- **NOTE:** If you see your name and "Welcome" at the top of the page you are in the right place.
- Scroll down and you will see **Active Courses, Courses Ready to Begin** and **Courses Completed**. In several locations on the page, there is a link titled - Learner Tools, you may see it on the right of the page, or you may scroll to the bottom of the page and after courses completed there is a box titled Learner Tools for University of California, Davis.
- Select the **Add a Course** and you will be taken to the Select Curriculum page.
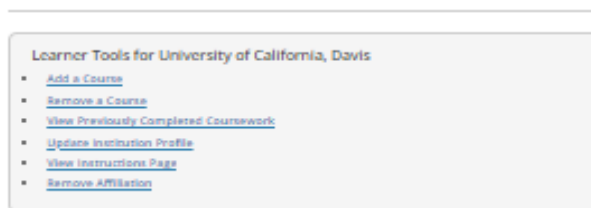

Institutional Courses

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.

University of California, Davis — **View Courses**

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

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

Learner Tools for University of California, Davis
- Add a Course
- Remove a Course
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions Page
- Remove Affiliation

Select Curriculum

- You will see three check boxes. Carefully read each selection and check the box that reads:
  - I need to enroll in Responsible Conduct of Research (RCR) training. This RCR course is one of two requirements to complete the UC Davis RCR Certificate program and satisfies federal regulations that require RCR training as a part of grant and contracts terms and conditions. For complete RCR requirements visit: UCD RCR
- Select **Next**.
  - Select your learner group
- Select **Next**

Access Modules

- Select **My Courses** at the top of the page.
- You should now see the required RCR modules. (You are required to complete the modules listed below.)
- Required Modules:
    - Introduction to RCR (RCR-Basic) - ID: 17009
    - Authorship (RCR-Basic) - ID: 16597
    - Collaborative Research (RCR-Basic) - ID: 16598
    - Communicating with the Public - ID: 19270
    - Conflicts of Interest and Commitment (RCR-Basic) - ID: 16599*
    - Data Management (RCR-Basic) - ID: 20896
    - Environmental and Social Dimensions of Engineering Research - ID: 12835 (Research Engineers Only)
    - Financial Responsibility - ID: 16601
    - Mentoring and Healthy Research Environments (RCR-Basic) - ID: 20983
    - Peer Review (RCR-Basic) - ID: 16603
    - Plagiarism (RCR-Basic) - ID: 15156
    - Presentation of Research Findings - ID: 19355
    - Reproducibility of Research Results - ID: 17756
    - Research Involving Human Subjects (RCR-Basic) - ID: 13566
    - Research Misconduct (RCR-Basic) - ID: 16604
    - Research, Ethics, and Society - ID: 15198
    - Using Animal Subjects in Research (RCR-Basic) - ID: 13301

Live Zoom Modules offered by the University of California, Davis

In addition to the required CITI modules, you are required to attend live Zoom sessions.
Visit **UCD RCR** to determine your live Zoom session requirement.

Live sessions are offered the fourth Monday of every month from 11:00 am to noon via Zoom
https://ucdavis.zoom.us/j/97617129322

No registration for the live Zoom session is required. Participants must join the session using a valid UC Davis NetID.

Certificate of Completion

- The minimum passing score is 80% on each module. You may retake the quiz from any module that you did not pass.
- Once successful completion of the required CITI course, and your live Zoom attendance requirement is met, notify eschase@ucdavis.edu to request your RCR Certificate. Once verified, it will be sent to your UC Davis email address.
- Certificates are completed once a month at the end of the month in which all requirements are completed.

Questions

Questions should be addressed the Office of Research Compliance and Integrity Compliance Coordinator, Elizabeth "Liz" Chase at eschase@ucdavis.edu **NOTE:** CITI RCR Training does not address the requirements for IRB, IACUC or any other training requirements.