

## THE CITI COMPONENT OF RCR AT UC DAVIS

- To enroll in the CITI component of RCR at UC Davis, you must have a CITI account. These instructions will show you how to do that.
- If you already have a CITI account and are ready to enroll in a course or webinar, please skip to [SELECT COURSES](#).

## CITI PROGRAM NEW REGISTRATION INSTRUCTIONS

### Create Your CITI Program Account

- Skip this step if you are a CITI registered user, go to [SELECT COURSES](#).
- If you are a registered user and do not know your username or password please **DO NOT CREATE A SECOND CITI ACCOUNT**. Visit [CITI LOGIN](#) and select “Forgot?”

student [Forgot?](#)

Password [Forgot?](#)

Log In

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

\* Email Address  \* Verify email address

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

Continue To Step 3

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

CITI - Learner Registration - University of California, Davis

Steps: 1 2 3 4

Create your Username and Password

\* Indicates a required field.

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.

\* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

\* Password

\* Verify Password

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.**

\* Security Question

\* Security Answer

Continue To Step 4

- 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.**

CITI - Learner Registration - University of California, Davis

Steps: 1 2 3 4

\* Indicates a required field.

Would you like to connect your ORCID<sup>®</sup> iD to your CITI Program account?

Connect your ORCID ID

\* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

\* May we contact you to provide information about other courses and services after you complete your CITI Program coursework?

Yes

No

Finalize Registration

- Next you are asked about your CE credit status. CE Credit is not relevant to RCR courses.
- For RCR course registration please select NO. (If you select yes, you will be asked to pay for any courses offering CE Credit)
- If you desire CE Credit for your RCR course, the cost will be to you directly.

### 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.** (If you are unsure of your role, contact the RECO Compliance Coordinator, Elizabeth "Liz" Chase at [eschase@ucdavis.edu](mailto: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. [i](#)

University of California, Davis

I AGREE to the [Terms of Service](#) for accessing CITI Program materials.

- **Congratulations, you are now REGISTERED with CITI.**
- **Next you will select the RCR Program**

## SELECT RCR COURSE

If you have an account with CITI please select your RCR course.

- Log in to your CITI Account.
  - 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.



[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 a Welcome at the top of the page you are in the right place.
- Scroll down and you 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.
- From the Learner Tools box 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 RCR Curriculum

On the **Select Curriculum** page, you will see three check boxes.

# Select Curriculum

University of California, Davis

Select the appropriate statement(s) below:

This question is required. Choose all that apply.

- I need to enroll in required Institutional Review Board (IRB) training (i.e., human research protections and Good Clinical Practice (GCP)).
- I need to enroll in required Responsible Conduct of Research (RCR) training. This RCR course is required 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](#)
- I would like to enroll in some other training.

Start Over

Next

- Carefully read each selection and check the box that applies to the RCR which reads:
  - I need to enroll in required 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 Submit.**

## Access Modules

To access the RCR modules select **My Courses** at the top of the page.

- You should now see the 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\*

## Questions

Questions should be addressed the Office of Research Ethics and Compliance Office Compliance Coordinator, Elizabeth “Liz” Chase at [eschase@ucdavis.edu](mailto:eschase@ucdavis.edu)

**NOTE:** CITI RCR Training does not address the requirements for IRB, IACUC or any other training requirements.