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

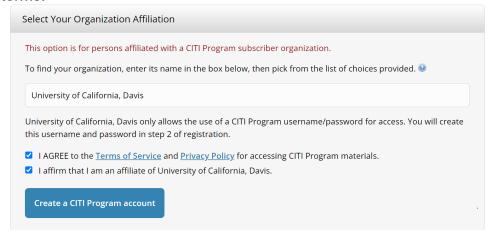
- Skip this step if you are a CITI registered user, go to <u>SELECT COURSES</u>.
- If you are a registered user and do not know your username or password please DO NOT CREATE A SECOND CITI ACCOUNT.
 Visit CITI LOGIN and select "Forgot?"



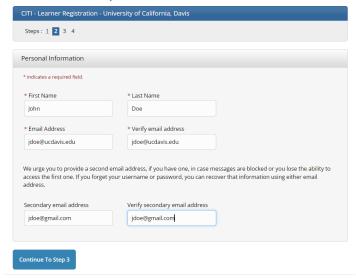
If you are not a registered user visit the CITI website: select REGISTER



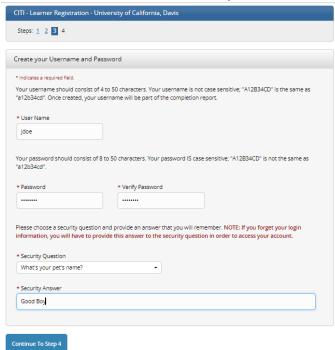
 Choose "Register" and Type "Davis" or "University of California, Davis" to "Select Your Organization Affiliation." Read the Terms of Service and Privacy Policy and select AGREE if you agree to the terms.



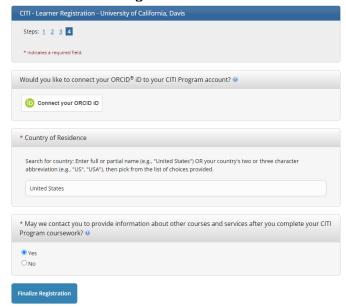
- Click on "Create CITI Program Account"
- Type your personal information, (please use your UC Davis email) and continue to step 3.



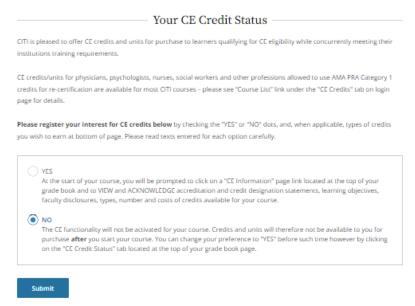
Create your Username and Password.
 NOTE: UC Davis does not track passwords.



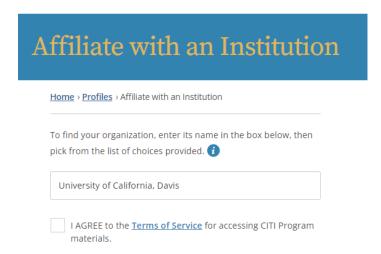
- Select your country of residence
 - (**NOTE:** ORCID ID is NOT required for CITI registration. If you do not have an ORCID ID leave that step blank. ORCID provides a persistent digital identifier (an **ORCID iD**) that you own and control. Visit <u>ORCID</u> for more information)
- (If you say yes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



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



- 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.

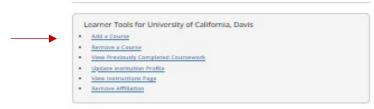
- Log in to your CITI Account.
 - Go to the top of the page and select **My Courses**, under Institutional Courses, you should see University of California, Davis and a blue box that says View Courses.



- 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.



Select RCR Curriculum

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

Select Curriculum

University of California, Davis

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 Lyould like to enroll in some other training		oll in required Institutional Review Board (IRB) training (i.e., ch protections and Good Clinical Practice (GCP)).
I would like to enroll in some other training	This RCR cour and satisfies f	e is required to complete the UC Davis RCR Certificate program ederal regulations that require RCR training as a part of grant and
I would like to cirror in some other training.	I would like t	enroll in some other training.

- 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

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