

CITI RCR Training Instructions

Registration and Course Completion Information

This training is being assigned because:

- *you are a undergraduate or graduate student engaged in research,*
- *you are a Post Doctoral Researcher, or*
- *because of your involvement in National Science Foundation (NSF), United States Department of Agriculture – National Institute of Food and Agriculture (USDA-NIFA) or certain National Institutes of Health (NIH) funded projects.*

Please Note: The CITI RCR courses are not the same as the CITI Human Subjects training required for the IRB.

Each course is comprised of several modules. Only one course is required; however, all modules in that course are required. You do not have to complete the course all in one session. **A cumulative score of 80% is required to pass.**

To Create a New CITI Account:

1. Go to the CITI homepage: <https://www.citiprogram.org/>.
2. Click on the "Register" button in the "Create an Account" box.
3. Start typing "Texas A&M University" in the "Select Your Organization Affiliation" box and select it when it appears.
4. Create your Username and Password in the following page.
 - Please use your TAMU affiliated email account.
5. Answer the questions about your gender, ethnicity, and race in the following page.
6. Answer "No" in the Continuing Education Unit (CEU) credit question.
7. Answer the Texas A&M University questions (E.g., employee/student ID, role in research, etc.) in the following page.
8. Select your required curriculum.
 - Answer Question 4 by selecting a Responsible Conduct of Research Course that fits your degree/research area. The following are all considered equivalent courses for researchers:
 - Biomedical Responsible Conduct of Research Course,
 - Social and Behavioral Responsible Conduct of Research Course,
 - Physical Science Responsible Conduct of Research Course,
 - Humanities Responsible Conduct of Research Course, and
 - Responsible Conduct of Research for Engineers.
 - **The following courses should only be completed if you meet the criteria for the course:**
 - Responsible Conduct of Research for Administrators – If you assist in the administration of research rather than the direct conduct of the research, you should select this course.
 - Responsible Conduct of Research Refresher – This course will be assigned by RCR staff to individuals. Please do NOT complete this course unless you are specifically requested to take the “Refresher course.”

9. You can skip the remaining questions if you are only signing up for Responsible Conduct of Research training at this time.
10. Finalize registration by clicking on the “Submit” button at the bottom of the page and you will see a green check indicating that your registration is complete.
11. On the next page you will be able to begin the training.
12. Select Texas A&M University.
13. Click on the name of the previously selected RCR course.
14. You do not have to take the pre-course assessment.
15. Complete the Integrity Assurance Statement before beginning the course by selecting I AGREE.
16. Complete the required RCR modules and associated quizzes, achieving an aggregate score of 80%.
17. When you complete all of the required modules successfully, you may print your completion report through the "Print" link on the learners menu.

Existing CITI Account with Texas A&M University:

1. Go to the CITI homepage: <https://www.citiprogram.org/>.
2. Login using your existing credentials.
3. On your CITI main page, scroll down to Learner Tools for Texas A&M University and select “Add a Course or Update Learner Groups”.
4. Follow the instructions above to select and complete an RCR course.

Existing CITI Account with Another Institution:

1. Go to the CITI homepage: <https://www.citiprogram.org/>.
2. Login using your existing credentials.
3. Click on the “Affiliate with another institution” link.
4. Choose “Texas A&M University” from the drop-down menu.
5. If you have already completed the CITI RCR course at your previous institution, you can select the RCR course you have already taken when you update your affiliation to Texas A&M. Once transferred you should see the RCR module in your Texas A&M course history.

Have Questions?

If you are having difficulty with the CITI training course, e-mail the RCR Coordinator at ethics-compliance@ag.tamu.edu .

For more information about the requirement of RCR Training and your funding source:

NSF: <https://www.nsf.gov/bfa/dias/policy/rcr.jsp>

USDA-NIFA: https://www.nsf.gov/pubs/policydocs/rct/agencyspecifics/nifa_213.pdf

NIH: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>