



## RCR CITI Training Requirements for Faculty, Staff, Students

Once you have created your account with CITI and affiliated with Kennesaw State University [KSU],

20. Click "Continue to Step 7."
21. In the course selection list, check the box next to "Responsible Conduct of Research (Ethics) Training." Please note that the Responsible Conduct of Research courses do not fulfill the training requirements for IRB submission. You may also select any additional courses you need at this time.
22. Click "Next" at the bottom . You will see a follow-up screen (shown below). Choose the course that most closely matches your research subject area.
23. Click "Next" at the bottom . If you have chosen any other course additions, you might see additional follow up questions. The last step is to click the "Finalize Registration" box. After all steps are completed, you will return to your list of courses.

*If you already have a CITI account:*

24. Log in to your CITI account.
25. Click "My Courses" along the top menu.
26. Next to "Kennesaw State University" click "View Courses." *If you do not have KSU in your Institutional Courses list, click the "Add Institutional Courses" button, then search for and select "Responsible Conduct of Research (Ethics) Training" in the box on the following webpage. Click the box to "Add Course," then click the box to affirm that you are an affiliate of KSU. Click "Next," then follow steps 6-23 above.*
27. Either click "Learner Tools" at the top of the course list or scroll to the bottom of the page.
28. Within the "Learner Tools" box, click "Add a Course."
29. In the course selection list, check the box next to "Responsible Conduct of Research (Ethics) Training." Please note that the Responsible Conduct of Research courses do not fulfill the training requirements for IRB submission. You may also select any additional courses you need at this time.
30. Click "Next" at the bottom . You will see a follow-up screen (shown below). Choose the course that most closely matches your research subject area.
31. Click "Next" at the bottom . If you have chosen any other course additions, you might see additional follow up questions. After the questionnaire is complete you will return to your list of courses.

## RESPONSIBLE CONDUCT OF RESEARCH (RCR)

Suggested for all researchers.

Responsible Conduct of Research (RCR) courses are provided as electives to meet the federal training requirement for researchers who will be receiving grant funding from the National Science Foundation or fellowship funding from the National Institutes of Health. Complete the course that most closely matches your type of research (biomedical, social and behavioral, physical science, or humanities). These courses do not fulfill the training requirements for performing research with human subjects.

*This question is required. Choose all that apply.*

- 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  
Not at this time

Once all required modules are completed successfully, you will be shown a "View course completion history and print completion certificates" link. There is also an option to "View/Print" or "Share" your *Completion Record* of each course at the *Courses* menu once it has been completed. We recommend that you save the certificate for your records.