Responsible Conduct of Research (RCR) Training

In compliance with Federal and State regulations to provide training in the Responsible Conduct of Research (RCR), the University has joined the Collaborative Institutional Training Initiative (CITI) to gain access to online training opportunities in RCR.

Registration and Course Completion

To access and complete this <u>mandatory</u> training:

1. Go to https://www.citiprogram.org/default.asp.
2. Click "Register"
3. Under "Select Your Organization Affiliation" or "Participating Institutions" type in or select "Alabama A&M University". Leave the other fields blank
4. Click "Continue to Step 2".
5. Complete the personal information section
6. Click "Continue to Step 3".
7. Use your Banner ID as your user name, create a password and fill in the remaining fields, then press submit.
8. Complete your profile
9. In Step 7 of the registration process, there are questions to determine your course enrollment.

   - **<u>Question 6</u>** pertains to the RCR course. Click the button next to the topic that pertains to your unit and click "Submit" at the bottom of the page. **See Example on next page**
   - Review of the required materials and completion of the quizzes will take about 30-35 minutes per topic.
   - Multiple sessions may be used to complete your course. The program will "remember" your progress and a certificate will be generated upon completion. A minimum aggregate score of 80% is required to pass the course.
   - Upon completion, you will be able to print a course completion certificate. Please print and retain for your records. Also, an e-mail will be sent to the Office of Research Compliance when you have completed the RCR course.

Questions can be addressed to:

Dr. James O. Bukenya
Director of Research Compliance
Phone: 256-372.5729
E-mail: james.bukenya@aamu.edu

http://www.aamu.edu/administrativeoffices/irpsp/sponsoredprograms/Pages/ResearchCompliance.aspx
Email: research.compliance@aamu.edu

CITI - Learner Registration - Alabama A&M University

Steps: 1 2 3 4 5 **6** 7

Please provide the following information requested by Alabama A&M University

* indicates a required field.

Language Preference

English ▾

* Institutional email address

research.compliance@aamu.edu

Gender

Male ▾

Highest degree

▾

Employee Number

* Department

Agriscience

* Role in research

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Clinical Researcher
Co-Investigator
Compliance Officer
Data manager
IACUC Administrator
IACUC Chair
IACUC Member
Institutional Official
Interviewer
IRB administrator
IRB Chair
IRB Member
Lab. Research Staff
Pharmacist
Principal Investigator
Recruiter
Research Administrator
Research Assistant
Research Fellow - Post Graduate
Research Integrity Officer
Site Coordinator
Social Worker
Statistician
Student Researcher - Graduate level
Student Researcher - Undergraduate
Study Coordinator
Study nurse
Veterinarian
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Secretary/Administrative Assistants

Select: **Data Manager**

Faculty: **Select**: **Principal Investigator**

Deans/Chairs/Directors: **Select**: **Institutional Official**

Continue to Step 7

CITI PROGRAM | Collaborative Institutional Training Initiative at the University of Miami

To Enroll in a Course:

1. You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your interests or your role in Human Subject Research / Lab-Animal Welfare or other curriculum as decided by your institution.

2. Your institution has prescribed your course curriculum. Your role in research does not affect your curriculum choices. The course(s) you are enrolled in depends only on your answers to the "Select Curriculum" questions.

3. After you submit, you will be given the opportunity to affiliate with a VA Medical Center. If you are not doing work at a VA Medical center, answer **"NO"** and **Submit**.

4. The next page is the **Main Menu**. This page lists the courses you have chosen. The Main Menu also provides a number of **Learner Tools** designed to help you.

   ◦ The Add a Course or Update Learner Groups link allows you to go to the enrollment questions and change your "Learner Group" by providing new responses to the enrollment questions.

   ◦ The View Previously Completed Coursework link allows you to see your past scores, view expirations, and print completion reports.

   ◦ The Update Institution Profile link allows you to update your institution-specific details, such as your institutional ID or employee number, email, department, role in research, etc.

   ◦ The View Instructions page link brings you back to this page.

   ◦ The Remove Affiliation link allows you to unaffiliate with an institution if you are no longer required to be certified under them and wish to no longer receive email notifications regarding courses under the institution. Please be aware that you will not have access to previous scores or completion reports obtained under the institution unless you remain affiliated.

   ◦ You may affiliate with another institution. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.

5. Click the Title of the Course to begin or continue the course.

6. Please Complete the Integrity Assurance Statement presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing it.

7. Complete the Required modules and associated quizzes.

8. Complete the required number of Elective modules and associated quizzes

9. When you complete all Required Modules in your curriculum and any necessary Elective Modules, you will be shown a list of Optional Modules. You may return to the course site at a future time to review these modules.
   Please be aware that Optional Modules **do not** count towards nor appear on a completion report.

10. When you complete all required modules successfully, you may print your completion report through the link: Print Report from your Main Menu or your Previously Completed Coursework page.

The **Basic Course** for Humans Subjects Research and the LabAnimal Welfare **Core Courses** will require 4-6 hours to complete depending on the curriculum prescribed by your organization. You are encouraged to use multiple log on sessions.

To Complete the Course:

- The minimum "passing" aggregate score for the quizzes has been set by your institution. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100% correct. Scores obtained **after** a completion report has been issued **will not** be reflected on the completion report.

- Print or download a **Completion Report** as evidence that you have met your institutional requirements. A copy will be sent automatically to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report. The My Reports page will allow you to access any completion reports you have earned.

- Submit a voluntary, anonymous user satisfaction survey.

Questions:

- Technical issues should be addressed to citisupport@med.miami.edu or to 305-243-7970.

- Questions regarding your requirements should be addressed to your IRB training coordinator.

[Close This Window to Return]   [Print for Reference]