KENNESAW STATE UNIVERSITY

The University Office of Research

Steps to Complete CITI Online RCR Training

1. Go to www.citiprogram.org to register a profile at the CITI training program website.

Click on the Register button on the top right of the page if you are new to the program.

2. Enter "Kennesaw State University" in the "Select Your Organization Affiliation" search box.
3. Click the box to "Agree to the Terms of Service".
4. Click "Continue to Step 2".
5. Enter your information in the appropriate boxes above, **using your official KSU email address as the primary email**. You can include a personal email as the secondary option.
6. Click "Continue to Step 3".
7. Follow the on-screen instructions to create a Username and Password. ***For security purposes do NOT use your KSU NetID and password on this website.***
8. Select a security question and answer.
9. Click "Continue to Step 4".
10. Please enter your Country of Residence.
11. Click "Continue to Step 5".
12. KSU's Office of Research does not require that you maintain CE Credits; however, if you choose "Yes" as your answer you will have the ability to request and personally pay for those credits later if you decide you need them. Choosing "Yes" does not obligate you in any way; it only makes them accessible to you.
13. You may choose to allow CITI Program to contact you to participate in a research survey, but a "Yes" answer is not required by KSU.
14. Click "Continue to Step 6".
15. Fill in the required answers to "Institutional email address", "Gender" and "Highest degree" until you reach the "Role in human subjects research" drop-down button.
    FYI – These fields are a template of CITI, so please **do NOT put an Employee number** as the KSU does not require it.
16. Click on the drop-down button for "Role in Human Subjects Research" and multiple options will be revealed.
17. Select the role that best describes you.
18. Enter your phone number in the appropriate box. If you are a student researcher, you may enter your home/cell phone in the "Office Phone" required box.
19. Click the drop-down box for "Which course do you plan to take?" and select the Responsible Conduct of Research course. You can add/delete courses as needed after you have created your profile.
20. Click "Continue to Step 7".

21. Choose the correct RCR course that most closely matches your type of research under Question 6 as shown below:

Select Curriculum - Kennesaw State University

Question 6

Responsible Conduct of Research (RCR)

RESPONSIBLE CONDUCT OF RESEARCH (RCR) courses are provided as an **elective** to meet the federal training requirement for researchers who will be receiving grant funding from the National Science Foundation. Complete the course that most closely matches your type of research (biomedical, social and behavioral, physical science, or humanities).

☐ 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

22. Once you have selected your course and finalized your registration, click on the blue highlighted course title to begin your training. You may start and stop your training as needed, but we highly recommend if stopping it should be after completion of a module quiz.

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 *Main Menu* once it has been completed.

Make sure to print your Responsible Conduct of Research Curriculum Completion Report when finished and give a copy of it to your faculty member.

Contact the Director of Research Compliance at 470/578-2268 with any questions you may have.