

## Steps to Complete CITI Online RCR Training

Once you have created your account with CITI and affiliated with Kennesaw State University [KSU], before beginning any training, please ensure that you have enrolled in the proper course. The following information will assist you in making that determination. If you are still unsure after reviewing the information below, please contact the Office of Research Compliance at [researchcomp@kennesaw.edu](mailto:researchcomp@kennesaw.edu).

1. Go to <https://about.citiprogram.org/en/homepage/>. **If you already have a login, skip to item 23.**
2. Click on the Register button on the top right of the page.
3. Enter "Kennesaw State University" in the "Select Your Organization Affiliation" search box.
4. Click the box to "Agree to the Terms of Service".
5. Click "Continue to Step 2".
6. Enter your information in the appropriate boxes. You can include a personal email as either the primary or the secondary option. We suggest you use your KSU email for at least one.
7. Click "Continue to Step 3".
8. 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.**
9. Select a security question and answer.
10. Click "Continue to Step 4".
11. Please enter your Country of Residence.
12. Click "Continue to Step 5".
13. KSU's Office of Research Compliance 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.
14. 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.
15. Click "Continue to Step 6".
16. For "Institutional email address" **enter your official KSU email address, [NetID]@kennesaw.edu or [NetID]@students.kennesaw.edu**. Do not use any aliases you may have set up for your KSU email. This address must match our user database for the Cayuse Research Suite to sync your training with Cayuse.
17. Fill in the required answer to "Highest degree." You may skip "Employee number" and "Department" since we do not need that information.
18. Select the role that best describes you under "Primary research role."
19. 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.
20. Click the drop-down box for "Which course do you plan to take first?" and select the appropriate **Responsible Conduct of Research** course. You can add/delete courses as needed after you have created your profile.

21. Click "Continue to Step 7"
22. Answer the required questions 1 and 7 as they apply to you and then click the appropriate **Responsible Conduct of Research** course under question 9. Answer the required question 14 as you choose.

*If you already have a CITI account:*

23. After logging in to CITI, navigate to "Courses" along the top menu
24. Scroll to the bottom of the page
25. Within the "Learner Tools" box, click "Add a Course"
26. You will be taken to the questionnaire; answer the required questions 1 and 7 as they apply to you and then click the appropriate **Responsible Conduct of Research** course under question 9. Answer the required question 14 as you choose.

## Select Curriculum - Kennesaw State University

### Question 9

#### **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 requirement for performing research with human subjects.**

Choose one answer

- 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**

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.

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