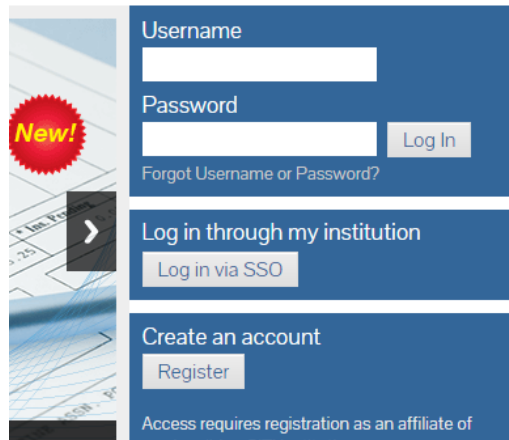


The following are for those who are **required to complete RCR training as a part of their research project.**

(These instructions include screenshots from the CITI website.)

- Go to the Web address: [www.citiprogram.org](http://www.citiprogram.org)
- You must Create an Account in order to access the training
- Click on **Register** to begin

Create a username and password that you will remember.



## TO REGISTER

- Type In: **Lehigh Valley Association of Independent Colleges** then click continue to Step 2

### Select Your Organization Affiliation

Search for organization: Enter full or partial name

 [Can't find your institution? It may use Single Sign On. Check here.](#)

Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.

Continue to Step 2
Search Again

Please complete your personal information. You only need to complete the required fields.

- When choosing your Role in Research, select **Lab.Research Staff**

- Answer **NO** for the **CEU credit** (it is not necessary)

**\* Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?**

CITI is pleased to offer CE credits and units for purchase to learners qualifying for CE eligibility while concurrently meeting their institutions training requirements.

CE credits/units for physicians, psychologists, nurses, social workers and other professions allowed to use AMA PRA Category 1 credits for recertification are available for many CITI courses - with that availability indicated on course and module listings. **Please register your interest for CE credits below** by checking the "YES" or "NO" dots, and, when applicable, types of credits you wish to earn at bottom of page. Please read texts entered for each option carefully.

**Yes**

At the start of your course, you will be prompted to click on a "CE Information" page link located at the top of your grade book and to VIEW and ACKNOWLEDGE accreditation and credit designation statements, learning objectives, faculty disclosures, types, number and costs of credits available for your course.

Yes

**No**

The CE functionality will not be activated for your course. Credits and units will therefore not be available to you for purchase after you start your course. You can change your preference to "YES" before such time however by clicking on the "CE Credit Status" tab located at the top of your grad book page.

No

- Most people should select: **Research with data or laboratory specimens – ONLY**

- Answer **NO** to IRB Training (unless you are working with Human Subjects)
- Answer **NO** to Clinical Practice
- Answer **NO** to Information Privacy Security

**Question 1**

### Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose one answer:

- Biomedical Research Investigators:** Choose this group to satisfy CITI training requirements for investigators and staff involved primarily in Biomedical research with human subjects.
- Social & Behavioral Research Investigators:** Choose this group to satisfy CITI training requirements for investigators and staff involved primarily in Social and Behavioral research with human subjects.
- Research with data or laboratory specimens- ONLY:** No direct contact with human subjects.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.

- Choose the selections illustrated for the following two questions



**Question 6**

**Responsible Conduct of Research**

Please make your selection below to receive the course in the Responsible Conduct of Research.

Choose one answer

RCR Basic Course

Not at this time.



**\* Question 7**

Would you like to take the Conflicts of Interest course?

Choose one answer

Yes

No

- If you are conducting Laboratory Animal Research, please review the next section with your research mentor. If not, click **SUBMIT**.

Once your **REGISTRATION** is **complete**, it will say **REQUEST SUBMITTED** and you are ready to begin your training.

**TO COMPLETE TRAINING**

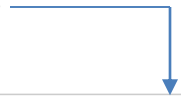
- Select: **RCR BASIC COURSE – 2<sup>nd</sup> Option (screenshot below)**

Lehigh Valley Association of Independent Colleges Courses			
Course	Status	Completion Report	Survey
Biomedical Data or Specimens Only Research - Basic/Refresher	Not Started	Not Earned	
<b>RCR Basic Course</b>	Not Started	Not Earned	

My Learner Tools for Lehigh Valley Association of Independent Colleges

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- Remove Affiliation

You must complete all 14 modules (partial list below) within one-month of the beginning of your work on the research project. You must receive an average score of at least 80% on all quizzes associated with this course. Once you are finished all with an 80%, follow these instructions:



- Print the page
- Have your research mentor sign and date
- Send to: Mary Ellen Jackson  
Director of Sponsored Research  
Markle Hall, 610-330-5029
- You may scan and submit via email to [jacksmar@lafayette.edu](mailto:jacksmar@lafayette.edu)  
*Contact Sponsored Programs with any questions by phone or email*

**CITI PROGRAM** Collaborative Institutional Training Initiative

Search Knowledge Base

Main Menu | My Profiles | My CEUs | My Reports | Support

Main Menu > Course RCR Basic Course

**RCR Basic Course - Basic Course**

To pass this course you must:

- Complete all 14 elective modules
- Achieve an average score of at least 80% on all quizzes associated with this course's module requirements

Your Current Score: **0%**

You have unfinished required or elective modules remaining

Complete The Integrity Assurance Statement before beginning the course

Elective Modules	Date Completed	Score
Environmental and Social Dimensions of Engineering Research (RCR-Engineering) (ID: 12835)	Incomplete	0/0 (0%)
Using Animal Subjects in Research (RCR-Basic) (ID: 13301)	Incomplete	0/0 (0%)
Research Involving Human Subjects (RCR-Basic) (ID: 13566)	Incomplete	0/0 (0%)
Export Controls and National Security (RCR) (ID: 14770)	Incomplete	0/0 (0%)
Plagiarism (RCR-Basic) (ID: 15156)	Incomplete	0/0 (0%)

Guidance for this Requirement

As stated in PL 110-69a, part of the America COMPETES Act, 42 USC 18620-1, Section 7009, "each institution applying for financial assistance from the Foundation for science and engineering research or education describe in its grant proposal a plan to provide appropriate training and oversight for the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project.