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

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)

- 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**
Choose the selections illustrated for the following two questions

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 – 2nd Option** (screenshot below)

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
  - Contact Sponsored Programs with any questions by phone or email

Guidance for this Requirement

As stated in PL 110-69a, part of the America COMPETES Act, 42 USC 1862o-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.”
