

LAFAYETTE RESPONSIBLE AND ETHICAL CONDUCT OF RESEARCH (RCR) TRAINING INSTRUCTIONS

These instructions are for those who are **required to complete RCR training as a part of their research project**.
Screenshots from the CITI website are included and you must create your own account to take the training.

- Go to the Web address: www.citiprogram.org
- Click on **Register** to begin



English ▾

[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

TO REGISTER

Type In: **Lehigh Valley Association of Independent Colleges** then click continue
You must **AGREE** to the Terms of Service (check box)
You must **AFFIRM** that you are an affiliate of LVAIC (check box)
Click **CREATE A CITI PROGRAM ACCOUNT**

There are **SEVEN STEPS** to complete to create your personal account.

STEPS 1, 2 – Please complete all required information.

STEP 3 – Create a username and password that you will remember.

STEP 4 – Country of Residence (United States if attending Lafayette College)

STEP 5 – you do not need CEU credit

STEP 6 – it is recommended that you use your institutional email (not personal)

ROLE? Scroll down and select **STUDENT RESEARCHER – UNDERGRADUATE**

STEP 7 - You must select what type of research you are conducting.

If you **are** conducting **Human Subjects Research (Question 1)** or **Animal Research (Question 8)**, there are special categories that you will need to review and select whichever is appropriate.

Please select: **RCR Basic Course**.

(You do not need the Conflict of Interest Course.)

✔ Your registration has been completed successfully.

COMPLETE REGISTRATION

Once you finalize the Registration,

You will need to complete the Institutional Courses

Click **VIEW COURSES**

You must complete the course **RCR Basic Course**

All modules must be completed with an 80% or better

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Lehigh Valley Association of Independent Colleges

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

- Have your research mentor sign and date your completion certificate.
- Please scan and submit via email to jacksmar@lafayette.edu
Contact Sponsored Programs, Mary Ellen Jackson with any questions by phone 610-330-5029 or email

Guidance for this Requirement

42 USC 1862o-1: Responsible conduct of research “each institution that applies 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 in the responsible and ethical conduct of research to undergraduate students, graduate students, postdoctoral researchers, faculty, and other senior personnel participating in the proposed research project, including- (1) mentor training and mentorship; (2) training to raise awareness of potential research security threats; and (3) Federal export control, disclosure, and reporting requirements.

NSF: <https://www.nsf.gov/od/recr.jsp> - NIH: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-22-055.html>