

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. Follow the red arrows.)



The Trusted Standard in Research, Ethics, Compliance, and Safety Training

The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.

Go to the Web address: <https://about.citiprogram.org/>

- You must Create an Account in order to access the training
- Click on **Register** to begin

## TO REGISTER

### Step 1

CITI - Learner Registration

Steps: 1 2 3 4

Select Your Organization Affiliation

Independent L

This option is for persons affiliated with a CITI Program subscriber organization.

Use this option if you are not affiliated with a CITI Program subscriber organization, or if you do not provide. If you are affiliated with American Express, Checks are not acc

New to the CITI Program? Read the [getting started guide](#) or wat

### Step 2

CITI - Learner Registration

Steps: 1 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided.

Lehigh Valley Association of Independent Colleges

Lehigh Valley Association of Independent Colleges only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

- I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of Lehigh Valley Association of Independent Colleges.

Create a CITI Program account

- Fill in your personal information, including your email.
- Then, continue to **Step 3**
- Create a Username and Password (select one you will remember) and security question. Continue to:

### Step 4

CITI - Learner Registration - Lehigh Valley Association of Independent Colleges

Steps: 1 2 3 4

\* Indicates a required field.

Would you like to connect your ORCID® ID to your CITI Program account?

Connect your ORCID ID

\* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

\* May we contact you to provide information about other courses and services after you complete your CITI Program coursework?

- Yes
- No

Finalize Registration

- After you finalize your registration, you must select Yes or No for CE Credits – Select **NO** then Submit
- On the next screen, you must fill in
  - a valid institutional email address
  - your department
  - your **ROLE (student researcher - undergraduate )**
- **Click NEXT**
- **You are ready to take courses.**

## Select Curriculum

Lehigh Valley Association of Independent Colleges

### Question 1

- If you are not conducting human subjects, you would not select any of these answers.
- Please **SELECT RCR BASIC COURSE (Question 6)**
- **No** for Conflict of Interest (Question 7)
- If you are conducting Laboratory Animal Research, please review Question 8 with your research mentor. If not, click **SUBMIT**.

#### Courses Ready to Begin

[Learner Tools](#)

**You are ready to begin – Click START NOW**

Lehigh Valley Association of Independent Colleges

**RCR Basic Course**

Stage 1 - Basic Course

0 / 13 modules completed

#### Completed Courses

[Learner Tools](#)

### TO COMPLETE TRAINING

*You must complete all 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:*

**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%) |

- Print the CERTIFICATE
- 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*

#### 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.

NSF: <http://www.nsf.gov/bfa/dias/policy/rcr/rcrfaqs.jsp>

NIH: <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>