

CITI Instructions Responsible Conduct of Research (RCR)

All researchers, staff and students of NSF sponsored grants are required to complete an educational course. The educational course utilized by Marshall University is the Collaborative Institutional Training Initiative (CITI). The steps for completing the educational requirements are listed below. The course is broken down into modules so you can complete the modules as time permits.

There are two separate sets of instructions for the CITI course. One set of instructions are for those who **are not** currently registered on the CITI site and the other set of instructions are for those who **are** registered on the CITI site and simply need to add the RCR course to their existing profile.

Instructions for those not already registered on CITI:

1. Go to the CITI Program website at <https://www.citiprogram.org>.
2. The first time you visit the CITI website you will have to register for the course. You do that by clicking on the "Register" link above the login button. Once you register you will just login each time you return using that same username and password.
3. On the first page under "Select Your Organization Affiliation" type in Marshall University and when it appears click on the name. You will then be asked to agree to the Terms of Service for the CITI program. Click the box. You will also be asked to affirm that you are affiliated with Marshall University and you will need to click that box. Click "Continue to Create Your CITI Program Username/Password".
4. You are now at the registration page. You must complete all fields with an asterisk (*). It is recommended that you also provide a secondary email address in case you lose the ability to access your primary account. Click "Continue To Step 3".
5. You are now on the Learner Registration Page. You must complete all fields with an asterisk (*). When finished click "Continue To Step 4".
6. In this step you must enter your Country of Residence. Enter "USA" and select "United States". The bottom question asks if you can be contacted at a later date for surveys. Make your choice then click "Continue To Step 5".
7. This section asks about CE credits. You should select "No" for this question or you will be charged for the courses. Make your choice and then click "Continue To Step 6".
8. On this page you must complete all fields with an asterisk (*). Then click "Continue To Step 7".
9. The next page is the "CITI Course Enrollment Procedure" page. You must scan down the page to view the below listed questions:
10. **Note: There are 4 separate questions for this page.** For **Question #1** Select Group #4 (RCR) Responsible Conduct of Research. Skip **Question #2**, **Question #3**, and **Question #4** then click on "Complete Registration" at the bottom of the page.
11. The next page is a welcome page so click on "Finalize Registration".
12. Now you are registered and should be on the My Courses page. There you can begin your course by clicking on "View Courses" out beside Marshall University. You will note that before you can begin your first course you must complete the Integrity Assurance Statement.
13. **You must have an overall score of 80% to pass the course.**

You will not have to go through all of these steps each time you go to the site. After the initial registration all you will have to do is login with your Username and Password and pick up where you left off.

Instructions for those already registered on CITI:

- Go to the CITI website at <https://www.citiprogram.org>. Log on using your previously established username and password. If you have forgotten this information you can click on "Forgot Password" and the system will email this information to you.
- Once logged in you will be on the My Courses page.
- Click on the link half way down the page out beside Marshall University that says "View Courses".
- This will take you to a page titled "Marshall University". You must scan down the page to view Active Courses, Courses Ready to Begin, and Completed Courses. If you see the RCR course under the

Courses Ready to Begin then click on it and start the course. If the RCR course is not there then continue with these instructions.

- At the bottom of the current page is a box titled “Learner Tools for Marshall University.
- Click the link to Add a Course.
- This will take you to the Select Curriculum page. Scan down the page to the CITI Course Enrollment Questions and complete the questions as listed below:
- **Note: There are 4 separate questions for this page.** For **Question #1** Select Group #4 (RCR) Responsible Conduct of Research. Skip **Question #2, Question #3,** and **Question #4** and click on “Submit” at the bottom of the page.
- Now you are registered for the COI course and should be back on the My Courses page. There you can begin your course by clicking “Start Now” out beside the title of the course.

If you have any problems or questions please feel free to contact me at 696-4303 or email me at day50@marshall.edu.

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