

Tufts University

CITI Responsible Conduct of Research (RCR)

Institutional Instructions

To Start the CITI Course:

- 1) Go to <https://www.citiprogram.org>
- 2) Register as a new user, or a return user, as applicable. **Please note:** CITI has upgraded its website. If you are a return user and login for the first time after August 1, 2013, you are required to change your password before proceeding to the main menu.

If You Are a New CITI User:

- 1) On Step 1 of the registration process, select “Tufts University/Tufts Medical Center” as your participating institution
- 2) Complete registration information on Steps 2-6 to setup your CITI account
- 3) On Step 7: Select Curriculum
 - a. Question 1: Select “None of the above/I do not know/Not Applicable” regarding IRB Training
 - b. Question 2: Select a course appropriate to your role regarding Responsible Conduct of Research
 - i. **RCR for researchers (non-engineers):** for all researchers (undergraduate students, graduate students and postdoctoral fellows) except for those in the School of Engineering
 - ii. **RCR for School of Engineering researchers:** for all researchers (undergraduates, graduates and postdoctoral fellows) in the School of Engineering
 - iii. **RCR for Administrator:** for individuals who are not undergraduate students, graduate students, and postdoctoral fellows (i.e., department managers, administrative assistants, and Sponsored Programs Accounting (SPA))
 - c. Question 3: Select “No” regarding Conflict of Interest
- 4) Select “Finalize registration”

Please note: An e-mail confirmation from CITI will be sent to you with a link to confirm your registration. Click on the link to confirm your account. You will then be able to log onto the website with your CITI username and password.
- 5) On the Main Menu, select “Tufts University/Tufts Medical Center Courses”
- 6) Click on the name of the RCR learner group to start the course

If You Are an Existing CITI User:

Please note: CITI has upgraded its website. If you login for the first time after August 1, 2013, you are required to change your password before proceeding to the main menu.

- 1) On Main Menu, select “Tufts University/Tufts Medical Center Courses”

- 2) Under “My Learner Tools for Tufts University/Tufts Medical Center,” select “Add a Course or Update Learner Groups”
- 3) If there are no changes required, leave Questions 1 and 3 as is. Select a Responsible Conduct of Research course appropriate to your role to Question 2:
 - a. **RCR for researchers (non-engineers):** for all researchers (undergraduate students, graduate students and postdoctoral fellows) except for those in the School of Engineering
 - b. **RCR for School of Engineering researchers:** for all researchers (undergraduates, graduates and postdoctoral fellows) in the School of Engineering
 - c. **RCR for Administrator:** for individuals who are not undergraduate students, graduate students, and postdoctoral fellows (i.e., department managers, administrative assistants, and Sponsored Programs Accounting (SPA))
- 4) Click “Submit” to save your selections
- 5) Click on the name of the RCR learner group to start the course

To Complete the Course:

- The minimum passing score for the quiz is **80%**. If you want to improve a score on a quiz, you may repeat any quiz in which you did not score 100% correct.
- Print or download a **Course Completion Report** as evidence that you have met your institutional requirements. If you did not meet the passing grade, you will not be able to print a completion report.
- You must select the “**Submit**” button from the quiz to receive a score and save it. If you exit the quiz without doing so, you will have to take the quiz again.

Please Note: Each individual is reminded to keep a copy of his/her certificate of completion. Principal Investigators are required to retain a copy of education certificates for all research team members; these documents are subject to audit.

Questions:

- Questions regarding your requirements should be addressed to rcr@tufts.edu or (617) 636-6550.
- Technical issues should be addressed to citisupport@med.miami.edu or (305) 243-7970.