

# MARIST

## Responsible Conduct of Research (RCR) Policy

Marist College offers an online CITI training course in Responsible Conduct in Research (RCR) for faculty, staff and students. All students, staff, and faculty involved in research are required to complete the CITI Course in the Responsible Conduct of Research and other RCR training options relevant to their discipline(s).

The **CITI course in the Responsible Conduct of Research (RCR)** is designed to be used by universities and it provides a comprehensive basic course in RCR for faculty, staff and administrators.

Faculty and students will chose one of the following CITI RCR modules:

- School of Communications and the Arts RCR Course
- School of Computer Science and Mathematics RCR Course
- School of Global and Professional Programs RCR Course
- School of Liberal Arts RCR Course
- School of Management RCR Course
- School of Science RCR Course
- School of Social and Behavioral Sciences RCR Course
- RCR course for Administrators

While some topics are required, others are optional depending on the discipline and research focus. Most of the materials in the CITI RCR Course are in the public domain and were supplied by the Department of Health and Human Services, Office of Research Integrity (ORI) through the RCR Resource Development Contract program.

### Procedures

1. All faculty, staff and students involved in research must register and complete on-line RCR training at [www.citiprogram.org](http://www.citiprogram.org).
2. Faculty applying for external funding for research must provide the Office of Post Award with verification of RCR training completion before an account will be opened for the grant award.
3. The Office of Institutional Research maintains records on all faculty and students who have completed RCR training. Questions on the training program and training recertification timeline should be directed to Institutional Research ([Instresearch@marist.edu](mailto:Instresearch@marist.edu))

# Responsible Conduct in Research Training at Marist

**IF YOU ARE ALREADY REGISTERED WITH CITI, ENTER YOUR USERNAME AND PASSWORD AND GO TO “C. MAIN MENU” DIRECTIONS BELOW**

**FOR NEW USERS:**

**HOW TO REGISTER AND ACCESS THE CITI RCR TRAINING PROGRAM:**

Go to [www.citiprogram.org](http://www.citiprogram.org) and select “Register”

**A. ON THE CITI “COURSE REGISTRATION” PAGE: (ALL QUESTIONS MUST BE ANSWERED)**

1. Select Marist College from the dropdown box
2. Create a Username and Password
3. Write down your username and password for future reference
3. Create a security question and answer
4. Enter your name (as it should appear on your certificate)
5. Enter your email address
6. CME/CEU credits are not required by Marist College
7. Survey – yes or no
8. Select “Submit” when completed

**B. ON THE NEXT CITI PAGE**

1. Complete the personal information fields. Only fields with the **red asterisks (\*)** are required
2. Select “Submit” when complete

If you choose to log out, when you return to the CITI homepage you **will not need** to register again. You will login with the username and password you have already created.

**C. MAIN MENU**

**Add a course or update your learner groups for Marist College**

**D. SELECT CURRICULUM - TO REGISTER FOR RCR**

Yes, I need/want to take the course on Responsible conduct of Research (RCR).

**E. SELECT CURRICULUM – choose one answer**

- Biomedical responsible conduct of research course
- Social and Behavioral Responsible conduct of Research Course
- Physical Science Responsible conduct of Research Course
- Humanities Responsible conduct of Research course
- Responsible conduct of Research for Engineers (use for Computer Science and Math)
- Responsible conduct of Research for Administrators (for administrators only)

**F. TO COMPLETE THE COURSE:**

A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100% correct. Minimum passing grade is 75%.

Print or download a course Completion Report as evidence that you have met your institutional requirements. Copy will be sent automatically to your institutional administrator.

**G. You may return to the course site in the future to obtain a copy of the completion report.**