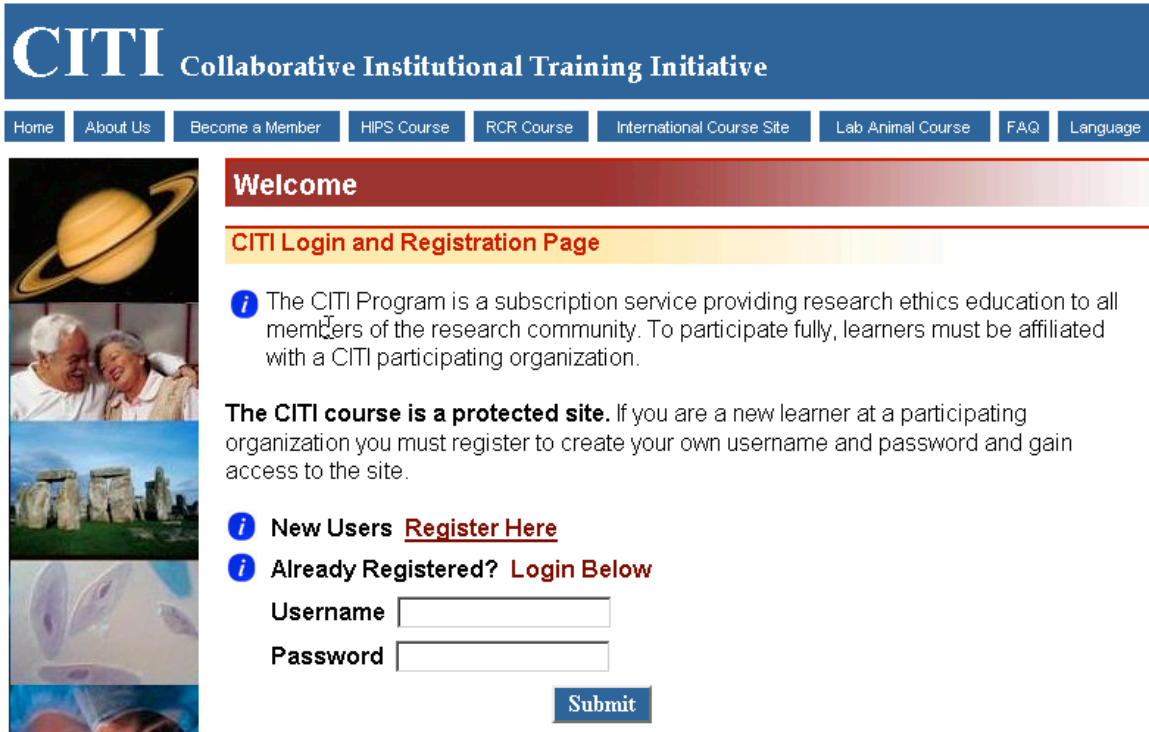


Registering with CITI for the Responsible Conduct of Research (RCR) for the Sciences Course

1. Begin by bringing up the CITI home page in your browser, using the following URL.
<http://www.citiprogram.org>




The screenshot shows the CITI Collaborative Institutional Training Initiative home page. The header includes the CITI logo and navigation links: Home, About Us, Become a Member, HIPS Course, RCR Course, International Course Site, Lab Animal Course, FAQ, and Language. The main content area features a 'Welcome' banner, a 'CITI Login and Registration Page' heading, and an information icon followed by text: 'The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.' Below this is a section titled 'The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.' This is followed by two information icons: 'New Users Register Here' and 'Already Registered? Login Below'. There are input fields for 'Username' and 'Password', and a 'Submit' button. On the left side, there is a vertical stack of images: a planet Saturn, an elderly couple, Stonehenge, and a microscopic view of cells.

2. Click on **Register Here**. When asked for your institutional affiliation, use the pull down menu to select Allegheny College. After completing sections 2, 3, and 4, please click on the **Submit** button.



The screenshot shows the CITI registration page. The header is the same as the previous screenshot. Below the header, there is a 'Home' link and a mouse cursor. The main content area features a 'Complete Registration Steps 1-4 now.' heading, followed by a section titled '1. Select your institution or organization'. Below this is a paragraph: 'Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.' There are four dropdown menus: 'Participating Institutions:' (with 'Allegheny College' selected), 'Veterans Affairs:', 'Department of Energy:', and 'HIV/AIDS Network Coordination (HANC):'. On the left side, there is a vertical stack of images: a planet Saturn, a person's face, a person's face, and a person wearing a mask.

3. The next page requests information used by Allegheny for record keeping. Please note that only the starred information is required, although you are free to provide additional optional information. Using the pull down menu, please identify your major role in research. At Allegheny, the role for completing the RCR for the Sciences course is **undergraduate student researcher**. Please click on **Submit** once you have completed this page.



Member information	James Smythe
* Language Preference:	English
* Institutional email address:	jsmythe@allegheny.edu
Gender:	
Highest degree:	
Employee Number:	
* Department:	Psychology
* Role in research:	Principal Investigator
Address Field 1:	
Address Field 2:	
Address Field 3:	
City:	
State:	
Zip/Postal Code:	
Country:	
Phone:	

Submit Cancel

4. The next page asks you to identify the ethics course you wish to complete in order to obtain certification. Please select only the RCR Course for the Sciences in section 2. If you are conducting research using human participants, you will need additional certification. Please note that you can change/update your learner groups on your main page after you have registered. Then click **Submit**.



Select Curriculum - Allegheny College

1. Human Subjects Research

Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.

Choose all that apply

- Your Biomedical Group:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Biomedical research with human subjects.
- Your SBR Group:** Choose this group to satisfy CITI training requirements for Investigators and staff involved primarily in Social and Behavioral research with human subjects.
- IRB Members:** This Basic Course is appropriate for IRB or Ethics Committee members.
- Students conducting no more than minimal risk research**

2. If you want to take Responsible Conduct of Research (RCR) Course, please make your selection below.

Choose one answer

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- RCR for the Sciences

Submit Cancel

Registering as a student means that you will be asked to complete the modules listed below. Based on user experiences, the Allegheny College Natural Sciences division may decide to delete currently required modules or add new ones.

Introduction to the Responsible Conduct of Research
Research Misconduct
Data Acquisition, Management, Sharing and Ownership
Publication Practices and Responsible Authorship
The CITI RCR Course Completion Page.

Final Information

You do not have to complete the modules all at once. You are able to save your work and return to it later. To receive certification, you must have an over all score of 80%. You may retake a module as often as you wish. Once you have completed the certification, you will have the option of printing a certificate. CITI will notify the Allegheny administrator when you have been certified and the date of certification. Please note that individual scores and number of attempts will NOT be reported to the Allegheny administrator. Certification is valid for three years.