

## Instructions for RCR registration and Saving a Certification of Completion

American University offers online Responsible Conduct of Research (RCR) courses through the CITI program. This course will fulfil the requirements set in the Graduate Academic Regulations. Once registered and affiliated with American University, the courses are provided to you by the University, and you will not need to pay out of pocket for course fees. This course is modular, you will not need to complete the course in one sitting and your progress is saved as you go. Please note, there may be additional requirements if you are supported through federal grants from the NIH or NSF. Some graduate programs may also require additional RCR trainings for their students. Check with your graduate program director for your requirements.

To register for online RCR courses through CITI Program:

1. Navigate to <http://www.citiprogram.org>. Click "Register"

Note - If you have already registered with the CITI program, log on to the system, scroll down to "Add a course" under the Learner Tools, and skip to step # 5. Do not use the "Log in through my institution" option.



2. On the next screen, start typing "American University", and select it when it appears on the list.

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. [+](#)

American Univ

- American University
- American University of Beirut
- Inter American University of Puerto Rico
- Lebanese American University (LAU)
- National American University
- The American University in Cairo

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization or who require content that their organization does not provide. For more, visit our website with...

3. Select the checkboxes to agree to the usage terms, and affirm your affiliation with American University. Click to continue to CITI Username/Password.

4. Fill out your personal information. Although not required, it is strongly recommended that you use your American University issued email address in the CITI system. Future additional functions will require an official email address to work properly.

Continue with the registration forms. AU's CITI registration will not automatically generate continuing education (CE) credits. Selecting this option may incur fees that you will be responsible for.

5. When you select your curriculum, you may select several different training courses. Question 1 deals with Human Subjects Research and is not directly related to RCR training. For purposes of RCR training, you want to register only for question number 2. Answer “No Human Research Course Needed at This Time” for question 1. You can add additional courses as needed at a later time. Any of the first four options of question 2 will have similar structure and content but are targeted toward different types of research. Select the one that best matches your field of study. You may skip the rest of the questionnaire, and scroll down to submit. Follow the on screen instructions to begin your course.

tps://www.citiprogram.org/members/index.cfm?pageID=167#view

... Search

**This question is required. Choose one answer.**

- Social & Behavioral Research Investigators: 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
- No human research course needed at this time.**

Select no for now, You can add it later.

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## Question 2

### Responsible Conduct of Research

Please make your selection below to receive one of the courses in the Responsible Conduct of Research.

- Biomedical Responsible Conduct of Research
- Social and Behavioral Responsible Conduct of Research**
- Physical Science Responsible Conduct of Research
- Humanities Responsible Conduct of Research

Select any one of these four courses.

Upon completion, you will have the option to download your certificate, and will be provided with a web link to your certification. This certificate is the documentation you will need to give to your program director or advisor to advance to candidacy. Should you misplace it, you may log in again at a later time to retrieve the web link.

Questions about the interface or technical issues should be directed to the CITI program.