Responsible Conduct of Research (RCR) Training
FREQUENTLY ASKED QUESTIONS

Why is Responsible Conduct of Research (RCR) training required?
RCR is an essential component of researcher training. Research misconduct is a growing concern, and many of the issues and activities that are part of a research career are increasingly complex. Providing Summer Research Institute (SRI) researchers with a solid foundation in the responsible and ethical conduct of research helps undergraduates build their future careers and ensures that Barnard meets its responsibilities to students, federal funders, and the general public, which relies on research that is conducted according to the highest ethical principles.

What is the deadline for completing RCR training?
Training should be completed before your work in the lab starts. During the summer months, all SRI students must **complete the RCR training** *and upload/submit the completion certificate*. Note that **timesheet approval/stipend payments are contingent on the completion of RCR training.**

How is the training administered?
Barnard provides on-line training within a broader RCR program that includes mentoring and cohort experiences, all of which help ensure safety and integrity for undergraduate researchers. Barnard's course is maintained by CITI (the Collaborative Institutional Training Initiative) and accessible through Columbia's Rascal system. All students must access CITI through Columbia's Rascal system, using your UNI and password. The training can be completed by student researchers from any discipline at their own pace. Instructions for accessing the CITI training are below.

What kinds of topics are covered?
Online RCR training through the CITI program is *in addition to* any required IACUC or IRB/human subjects training that may be required by your faculty mentor. Student researchers must complete the following required modules through the CITI program:
- Research Misconduct
- Data Management
- Authorship
- Peer Review
- Mentoring
- Conflicts of Interest
- Responsible Conduct of Research at Columbia
- The Collaborative Research module is encouraged for students who are working with collaborators, but it is not required.

How long will the training take me to complete?
The course typically takes between three and five hours to complete. Students should feel free to complete this training over a number of sessions. CITI will keep track of your progress, and you can sign in and out as often as needed.

Do I have to complete all of the modules at once or can I save my work as I make progress?
You do not need to complete the course in one session. You can complete it in as many sessions as you need, and the system will save your work.

Who should I contact if I have any questions about my UNI or if I have trouble accessing the training?
Students with any questions should contact Pamela Tuffley, Manager of Sponsored Research, via email or at 212.870.2526.

When I have completed the training, what steps do I take next?
When you have completed the RCR Training, **please print out your completion certificate and upload it to Handshake and send it via email to Pamela Tuffley** at Pamela Tuffley. Please use the subject heading "RCR Certificate" and name the file "Student name-RCR."

If you have any questions about accessing or completing CITI training, please contact Pamela Tuffley, Manager of Sponsored Research, via email at ptuffley@barnard.edu or at 212.870.2526.

How often do I need to take the RCR training?
The on-line RCR training through the CITI program is valid for 3 years from the date of completion, after which CITI's "Refresher Course" should be taken. **If you have participated in SRI before** – or worked in a Barnard or external research lab that required CITI completion within the last three years – you can upload/submit a copy of your previous training certificate to meet the RCR requirement. If you don't have a copy of the certificate, you should be able to access it through Rascal/CITI.