**INSTRUCTIONS FOR BARNARD STUDENT RESEARCHERS**

**ON-LINE RESPONSIBLE CONDUCT OF RESEARCH (RCR) TRAINING**

All SRI students must complete the RCR training *and submit the completion certificate*. Note that **timesheet approval/payments are contingent on completion.**

1) Log in to Columbia’s Research Compliance and Administration ([RASCAL](https://www.rascal.columbia.edu/)) system.

*You will need your Columbia UNI and password. Contact Pamela Tuffley at 212.870.2526 or via* *email* *if you need help accessing Rascal.*

2) Click on “Training Center.”

3) Click on “Course Listings.”

4) Scroll down toward the bottom of the page and click on “TC0094 - Responsible Conduct of Research (RCR),” which is about a quarter of the way down under the “Morningside/ LDEO/NEVIS and Medical Center” section.

5) Click on “take course” on the left hand side of the page.

*First-time CITI users will need to complete the CITI registration information. Once you have registered in CITI, you will be able to log in and save your work until you complete the training.*

6) Enter the CITI website at the bottom of the page.

7) Create a CITI account if you don’t already have one.

8) Select “Responsible Conduct of Research Training.”

9) Select the RCR course that best corresponds with your department or research focus (Biomedical, Physical Sciences, Social and Behavioral, or Humanities).

*If you’re not sure which one is most appropriate, note that the modules are identical, with the exception of the Biomedical’s module called “Using Animal Subjects in Research.” Students are not required to complete the “Using Animal Subjects in Research” module.*

10) Click on “RCR Biomedical/RCR Physical Sciences/or RCR-Social Behavioral” and complete the following required modules. *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.*

* Responsible Conduct of Research (RCR) Course Introduction (ID: 1522)
* Research Misconduct (RCR-Basic) (ID: 16604)
* Data Management (RCR-Basic) (ID: 16600)
* Authorship (RCR-Basic) (ID: 16597)
* Peer Review (RCR-Basic) (ID: 16603)
* Mentoring (RCR-Basic) (ID: 16602)
* Conflicts of Interest (RCR-Basic) (ID: 16599)
* Responsible Conduct of Research (RCR) Course Conclusion (ID: 1043)

\*Note: Collaborative Research (RCR-Basic) (ID: 16598) is encouraged for students working with collaborators, but is not required.

11) When you have completed the modules above, you will be able to download a completion report.

12) MAKE SURE TO PRINT/SAVE A COPY OF THE COMPLETION REPORT! When you have completed the RCR Training, **please print out your completion certificate and send it via email to Laura Tierney**, Administrative Assistant in the Dean of StudiesOffice, at ltierney@barnard.edu or mail/hand-deliver it to Milbank 105. If you email the completion certificate, please use the subject heading “RCR Certificate” and name the file “your name-RCR.”

**If you have any questions about accessing or completing CITI training, please review the** [**Frequently Asked Questions**](https://www.barnard.edu/sites/default/files/rcr_faqs_revised_august_2017.docx) **or contact Pamela Tuffley, Manager of Sponsored Research, via email at** **ptuffley@barnard.edu** **or at 212.870.2526.**

Note that on-line RCR training through the CITI program is valid for 3 years from the date of completion, after which the "Refresher Course" should be taken.