**INSTRUCTIONS FOR BARNARD PRINCIPAL INVESTIGATORS**

**FOR**

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

1) Log in to Columbia’s Research Compliance and Administration ([RASCAL](https://cas.columbia.edu/cas/login?service=https%3A%2F%2Fwww.rascal.columbia.edu%2Fj_spring_cas_security_check)) system.

*You will need your Columbia UNI and password.*

2) Click on “Training Center,” which is on the top line of links, third from the far right.

3) Click on “Course Listings.”

4) Scroll down to the bottom of the page and click on “TC0094 - Responsible Conduct of Research (RCR).”

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

*First-time CITI users will need to complete the CITI registration information. Once you have registered, you will be able to log in. If you would like to take the course(s) that your students will take, you can 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) Review the course options and select the course(s) that your students should take.

*The course options are: biomedical, social and behavioral, humanities, physical sciences, engineering and research administrators.*

*Students do not need to complete the course in one session. They can complete it in as many sessions as needed and the system will save their work.*

9) Inform all undergraduate/graduate students and postdoctoral researchers about which course(s) you require. Note that there are optional modules available in some courses.

10) When students have completed the course(s), they will be able to download a completion certificate.

11) PLEASE INSTRUCT YOUR STUDENTS TO PRINT A COPY OF THE COMPLETION CERTIFICATE and return that to you.

11) All certificates should then be sent to Chris Johnson, Director of Sponsored Research, via email or interoffice mail.