

## INSTRUCTIONS FOR BARNARD STUDENT RESEARCHERS ON-LINE RESPONSIBLE CONDUCT OF RESEARCH (RCR) TRAINING

All SRI students must complete the RCR training *and upload the completion certificate **no later than 5:00 p.m. on May 20, 2019.***

Note that **timesheet approval/stipend payments are contingent on completion.**

1) Log in to Columbia's Research Compliance and Administration ([RASCAL](#)) 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." You will be asked to log in with your UNI. Note that you may be asked to update your UNI account.

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 "Conflicts of Interest, Research Ethics and Responsible Conduct of Research" section. Note that you may be required to assign the course to yourself.

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 and create a CITI account if you don't already have one.

7) Select Columbia University Courses

8) Click on Add a Course

7) Select TC0094 – Responsible Conduct of Research Training; click "Next".

8) 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.*

9) 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.*

- 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)
- Using Animal Subjects in Research (RCR Basic) (ID 13301) (Applies to Bioomedical)
- Conflicts of Interest (RCR-Basic) (ID: 16599)
- Collaborative Research (RCR-Basic) (ID 16598)
- Research Involving Human Subjects (RCR-Basic) (ID 13566)
- RCR at Columbia University (ID 13949)

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

11) MAKE SURE TO PRINT/SAVE A COPY OF THE COMPLETION REPORT! When you have completed the RCR Training, **please print to pdf your completion certificate and upload it to Handshake and/or send it via email to Pamela Tuffley** at [Pamela Tuffley](mailto: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 review the Frequently Asked Questions below or contact Pamela Tuffley, Manager of Sponsored Research, via email at [ptuffley@barnard.edu](mailto: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.

**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. If you don't have a copy, you should be able to access it through Rascal/CITI. Contact [Pamela Tuffley](mailto:Pamela.Tuffley) with questions.