

## **Instructions for Completing the CITI Training in Responsible Conduct of Research**

Go to the CITI website: [www.citiprogram.org](http://www.citiprogram.org)

At the top of the home page, click on **Register**

- On Page 1 – Participating Institution: Select “Central Michigan University”
- Complete pages 2 –7
- On page 5 – you are **not** interested in earning Continuing Education credits
- On page 6 – Institutional E-mail: your CMU e-mail
  - Employee number: enter your student number (6 digit number)
  - Role in Human Subject Research: select “Student Researcher, Graduate Level”
  - Office Phone: use SAM/EES program coordinator office 989-774-4401
  - Which course: “Responsible Conduct of Research”
- On page 7 – select “Responsible Conduct of Research courses”.
  - **See note below** if your research will involve human subjects or animals.
  - CMU College: College of Science and Technology (or Engineering if updated to new name)
  - Learner Group: “Physical Sciences RCR”
- Finalize your Registration

Begin your course. Under Courses click on “College of Science and Technology, physical science” to begin the program.

You must complete the ten required modules with a score of 80% or higher on each quiz. Each one has a section to read, short videos, and at the end, a short quiz. You do not need to complete all of the modules in one session. You may return to this system multiple times and CITI will keep track of which modules you have completed. You can retake the quiz if you score less than 80%.

When you have completed your course, please print your certificate and check to see if the home department you work in needs a copy, then **email your certificate to the EES/SAM coordinator**. For those being paid on grants, the EES/SAM coordinator will forward a copy to the ORGS for the grant file.

**Note: Additional registration for those doing research with vertebrate animals.**

Page 6 and 7: Choose Responsible Conduct of Research and a second course for your research involving humans or animals.

If your research involves medical/biological research choose Biomedical research or Animal research.

When you finish registering, under Courses – you should have two courses, each with its own set of module topics to complete.