

Instructions for Completing the Responsible Conduct of Research (RCR) Training

RCR training is required for all graduate students in the Batten College of Engineering and Technology (BCET) effective Fall 2010. Only those students who started their graduate program prior to Fall 2010 are not subject to this requirement. All other students must complete the RCR training within 12 credits after enrolling in their graduate program.

The RCR training is available through the Collaborative Institutional Training Initiative (CITI) found at www.citiprogram.org. All BCET graduate students must complete the eleven core modules:

- Introduction to RCR for Engineers
- Completing the RCR for Engineers Course
- Research Misconduct
- Responsible Authorship in Engineering
- Ethical Issues in Peer Review and Publication in Engineering Research
- Conflicts of Interest in Engineering Research
- The Ethics of Mentoring
- Ethical Issues in the Management of Data in Engineering Research
- Collaborative Research in Engineering Fields
- Introduction to the Responsible Conduct of Research
- The CITI RCR Course Completion Page.

Once the RCR training is completed, the CITI will issue an on-line certificate. The students must print out this certificate and deliver it to their Graduate Program Director.

You may need a RealPlayer to access the materials in the training program. You can download a free version of the RealPlayer SP at www.realnetworks.com/products/media_players.html

Registering for and Accessing the CITI RCR Training Program

After clicking on the url <http://www.citiprogram.org> the following webpage will appear, if you have a username and password, enter it and click submit. If you do not have a username and password, click on "Register Here" and follow the registration process.

**CITI** Collaborative Institutional Training Initiative

Home | Human Subjects Research | Become a Member | HPS Course | RCR Course | International Course Site | Lab Animal Course | Biosafety | FAQ | Language



Welcome

CITI Login and Registration Page

i The CITI Program is a subscription service providing research ethics education to all members of the research community. To participate fully, learners must be affiliated with a CITI participating organization.

The CITI course is a protected site. If you are a new learner at a participating organization you must register to create your own username and password and gain access to the site.

i New Users [Register Here](#)

i Already Registered? [Login Below](#)

Username

Password

[Submit](#)

[Forgot login information](#)

[Contact the CITI Helpdesk](#)

To ensure that all users enjoy rapid response times, access is temporarily limited to **2500** concurrent users. As learners log off others will be permitted to log on. **There are currently 1222 users logged in to the site.**

Notice: The CITI Course site is best viewed with Microsoft Internet Explorer ver. 6.0 or later or Firefox ver. 2.0 or later, and with the characters set to UTF-8.

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Under "Participating Institutions" click the drop-down box and select "Old Dominion University", create a username and password and enter any required additional information.

CITI

Collaborative Institutional Training Initiative

Home



Complete Registration Steps 1-7 now.

1. Select your institution or organization

Choose your institution from the appropriate dropdown menu. **Choose only one institution.** If you are affiliated with more than one institution, you will be able to select additional institutions after providing the information required.

Participating Institutions:

Veterans Affairs:

Department of Energy:

HIV/AIDS Network Coordination (HANC):

Canadian Institutions:

2. Create your Username and Password

Your username should consist of 4 to 50 characters. Acceptable characters include letters, numbers, and the symbols "@", ".", and "_". No spaces or other characters are allowed. Your username is **not case sensitive**; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

Username:

Your password should consist of 8 to 12 characters. Letters and numbers are the only acceptable characters. No spaces or other characters are allowed. Your password is **not case sensitive**; "A12B34CD" is the same as "a12b34cd".

Password:

Verify Password:

3. Create your Security Question and Answer

Enter your ODU email address under "Institutional email address", select "College of Engineering and Technology" under "College", enter your department, then select either "Student Researcher - Graduate Level" or "Research Assistant" under "Role in research" depending on your position.

CITI Collaborative Institutional Training Initiative

Home



Please provide the following information requested by Old Dominion University. Required fields are marked with an asterisk (*).

Member Information	Mahmoud Khasawneh
Language Preference:	English ▾
* Institutional email address:	xxx@odu.edu
Gender:	
Highest degree:	
* College:	
Employee Number:	
* Department:	
* Role in research:	Student Researcher - Graduate level ▾
Address Field 1:	
Address Field 2:	
Address Field 3:	
City:	
State:	
Zip/Postal Code:	
Country:	
Phone:	
* UIN:	UIN
* Re enter your UIN:	Re enter your UIN

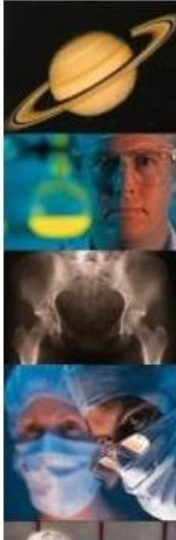
Submit

Cancel

Under "What course you need to take?", click the check associated with "Responsible Conduct of Research."

CITI Collaborative Institutional Training Initiative

Home



Select Curriculum - Old Dominion University

What course you need to take?

Choose all that apply

☐ Human Subject Protection

☒ Responsible Conduct of Research

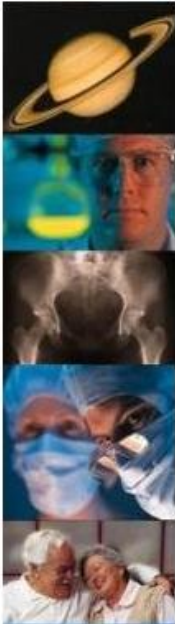
☐ HEALTH INFORMATION PRIVACY and SECURITY (This is an OPTIONAL course)

[Next Question](#) [Cancel](#)

Now select the radio button "Responsible Conduct of Research for Engineers."

CITI Collaborative Institutional Training Initiative

Home



Select Curriculum - Old Dominion University

What is Responsible Conduct of Research course that you need to take?

Choose one answer

☐ Biomedical Responsible Conduct of Research

☐ Social and Behavioral Responsible Conduct of Research

☐ Physical Science Responsible Conduct of Research

☐ Humanities Responsible Conduct of Research

☒ Responsible Conduct of Research for Engineers

☐ Responsible Conduct of Research for Administrators

Start Over

Next Question

Cancel

Click "No" to continue.

CITI Collaborative Institutional Training Initiative

Home



Select your institution or organization

You have registered with the following institution(s):

- ▶ Old Dominion University

At this point you can register with another institution. This could be very useful if:

- ▶ You are required to complete the requirements for a **VA Medical Center**.
- ▶ You are collaborating with an investigator at another institution or organization that uses the CITI Program.
- ▶ You are planning to move to another institution that uses the CITI Program.
- ▶ You want to review CITI courses (e.g., RCR or HIPS) that may not be offered by your institution.

If you want to add the training requirements for another institution, you may do it now.

Check **Yes** to affiliate with another institution.

Check **No** to continue with your current selection.

Yes

No

To begin taking a course, click on "Enter" or "Re-enter" for the desired course.

CITI Collaborative Institutional Training Initiative

[Resources](#)[Main Menu](#) | [Select Language](#) | [Logoff](#)

Main Menu

- This is the email address we have for you: mkhasawn@odu.edu. If this is not correct, click [here](#) to edit your email address and other account information including your security question and answer.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#)  | [Change login information](#) | [Click here to Apply for CME/CEU Credits](#)

Old Dominion University[View Old Dominion University instructions page](#) 

You have enrolled for the following courses:

 My Courses	Status	Completion Reports	CME/CEU Credits	 Voluntary Satisfaction Survey
Responsible Conduct of Research for Engineers, Basic Course	Not Started - Enter	Not Earned	N/A	Not Available

 **Add a course or update your learner groups for Old Dominion University**

Old Dominion University Learner Utilities

-  [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
-  [Update my profile information](#) for Old Dominion University
-  [See a list of all modules that you have completed](#) (goes back to approximately May 2005)
-  [Click here to see your previously completed coursework](#) for Old Dominion University
-  [Remove my affiliation](#) from Old Dominion University

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The course "Introduction to the Responsible Conduct of Research" does not require a quiz, however you should read the associated material. Once complete click "Go to the Main Menu."

Click on "The Integrity Assurance Statement."

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[Resources](#)[Main Menu](#) | [Select Language](#) | [Logoff](#)

CR# 4902499: Responsible Conduct of Research for Engineers Gradebook

To pass this course you must complete all the elective modules with a combined score of **80**. Your current score is **0**.

==

Elective Modules Required: 11 Completed: 0	Date Complete	Score
Complete The Integrity Assurance Statement before beginning the course.		
Introduction to RCR for Engineers	Incomplete	
Completing the RCR for Engineers Course	Incomplete	
Research Misconduct	Incomplete	
Responsible Authorship in Engineering	Incomplete	
Ethical Issues in Peer Review and Publication in Engineering Research	Incomplete	
Conflicts of Interest in Engineering Research	Incomplete	
The Ethics of Mentoring	Incomplete	
Ethical Issues in the Management of Data in Engineering Research	Incomplete	
Collaborative Research in Engineering Fields	Incomplete	
Introduction to the Responsible Conduct of Research	Incomplete	
The CITI RCR Course Completion Page.	Incomplete	

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Optional Modules (Provided for general interest only. You DO NOT receive credit for completing these modules.)	Date Complete	Score
Whistle Blowing and the Obligation to Protect the Public	Incomplete	
Environmental Ethics	Incomplete	
Human Subjects Research in Engineering Fields	Incomplete	
The Use of Live Animals in Research	Incomplete	

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Select the first radio button and click submit.

CITI Collaborative Institutional Training Initiative

Resources

Main Menu | Select Language | Logoff



Assurance Statement

At the request of your institution, The CITI Program has provided this Research Ethics Course for you. It is designed to meet institutional policies and federal mandates for ethics training and education (e.g., Lab animal welfare, protection of human research subjects, GCP, HIPAA, and the Responsible Conduct of Research). Your institution uses the CITI Program courses to:

- ▶ Meet the federal mandate for instruction as a condition of federal funding.
- ▶ Satisfy institutional policies regarding training, as a condition before conducting human subjects or research with lab animals.
- ▶ Satisfy other institutional policies.

Your institution takes its policy requirements very seriously and clearly expects that:

1. You will complete this course appropriately and with the highest level of professional integrity.
2. You will neither provide nor receive quiz question answers from others.
3. The person who actually completes the course, is the person listed at the top of the Main Menu and on the Course Completion report that is automatically submitted to your compliance office or IRB, when all requirements are met. In other words, that you will not complete a course for someone else.

Please remember that:

- ▶ Completing a CITI course for someone else (colleague or supervisor) is not only unethical, but, could be considered falsification of the research record.
- ▶ Falsification and fabrication are fraudulent and are contrary to your institutional policies.
- ▶ If you receive federal funds, fabrication and falsification are considered to be research misconduct by The Office of Research Integrity (ORI), DHHS.

Please understand that:

- ▶ Fraud and Research Misconduct reflect on your integrity and professionalism.
- ▶ Allegations of fraudulent behavior would require an institutional investigation and if confirmed, would precipitate institutional actions that could include **disciplinary action, reporting to the sponsor and termination of your employment.**
- ▶ CITI keeps a full log of account usage (e.g., computer IP addresses, login times, time spent in each module, number of quiz attempts, etc.) that can be made available to your institution upon formal request.

Thus, if you are asked to complete a CITI Program course for someone else or if you provide or receive quiz question answers:

- ▶ **Don't do it unless**, you have explicit written permission from your IRB or compliance office!
- ▶ Don't put your employment, academic status and reputation at risk!

Select the appropriate statement then click the Submit button:

☒ I attest that I have read and understand the above statement. I attest that I am the person listed at the top of this page and I assure that I will complete the required ethics course work with the highest degree of integrity and professionalism.

☐ I attest that I have read and understand the above statement. I am NOT the person listed above, and would like to confidentially provide information before continuing with the course.

☐ I attest that I have read and understand the above statement. I am NOT the person listed above, and would like to continue with the course. I understand that my activities may be considered fraudulent and that this course will be flagged by the software and my institution will be notified.

Submit

Now complete each of the 11 modules.

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[Resources](#)[Main Menu](#) | [Select Language](#) | [Logoff](#)

CR# 4902499: Responsible Conduct of Research for Engineers Gradebook

To pass this course you must complete all the elective modules with a combined score of **80**. Your current score is **0**.

=

Elective Modules Required: 11 Completed: 0	Date Complete	Score
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Completing the RCR for Engineers Course	Incomplete	
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Ethical Issues in Peer Review and Publication in Engineering Research	Incomplete	
Conflicts of Interest in Engineering Research	Incomplete	
The Ethics of Mentoring	Incomplete	
Ethical Issues in the Management of Data in Engineering Research	Incomplete	
Collaborative Research in Engineering Fields	Incomplete	
Introduction to the Responsible Conduct of Research	Incomplete	
The CITI RCR Course Completion Page.	Incomplete	

=

Optional Modules (Provided for general interest only. You DO NOT receive credit for completing these modules.)	Date Complete	Score
Whistle Blowing and the Obligation to Protect the Public	Incomplete	
Environmental Ethics	Incomplete	
Human Subjects Research in Engineering Fields.	Incomplete	
The Use of Live Animals in Research	Incomplete	

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[Browser and System Requirements](#) | [Trouble Shooting Problems](#) | [Contact CITI](#) | [Tech Support](#) | [Viewing Tips](#)

Welcome to the CITI Course "Responsible Conduct of Research (RCR) for Engineers"

This course is designed to be used by institutions or organizations to provide a comprehensive Basic course in the RCR for engineering faculty, staff and students. The course is also flexible enough that classroom instructors of engineering research methods courses can use this online tutorial as an adjunct to the classroom instruction. The CITI Program is currently funded in part by the DHHS, Office of Research Integrity. The materials were developed in collaboration with Dr. Jason Borenstein at the Georgia Institute of Technology. Some case studies are used from www.onlineethics.org, with permission.

You have chosen the CITI RCR Course. The curriculum has been select by CITI or by your institution. You have chosen to be in one of the following courses:

The course materials are organized as:

- An Introduction to each topic area.
- Basic foundation text for each topic area.
- Case studies and quiz questions for each topic area.

The following content areas are covered in this course:

- Research Misconduct
- Environmental Ethics
- Ethical Issues in the Management of Data in Engineering Research
- Whistle Blowing and the Obligation to Protect the Public
- Responsible Authorship in Engineering
- Ethical Issues in Peer Review and Publication of Engineering Research
- The Ethics of Mentoring
- Human Subjects Research in Engineering Fields
- Conflict of Interest in Engineering Research



When you have completed all required elements for all of the topic areas, you will be able to download a **CITI Completion Report**. You will have the opportunity to complete a **voluntary anonymous user satisfaction survey** to provide your opinions of the course, the functionality of the course site, your opinions about the importance of the RCR education and opinions regarding how well this online course will help foster research integrity. There are also links after the quizzes to submit specific comments.

International Collaborations

CITI is very interested in providing research ethics education materials appropriate for the international audience. If you would be interested in a collaboration to help develop non-English versions of the CITI RCR course materials, please contact CITI at citisupport@med.miami.edu or the CITI Founders.

Software Plug Ins



You might need the **REAL Video Plug In** to view some of the content in the course. Click on the logo to download a free copy of the real Video Player.



Some of the hyperlinked content may be in the PDF format. You will need an **Adobe Acrobat Reader**. Click on the logo to download a free copy.

Technical support is available at the CITI RCR Help Desk by email citisupport@med.miami.edu or at 305 243-7970 (8am-5pm eastern time).
[back to the top](#)

Take the Quiz

There is no quiz for this module

[Go to the gradebook for this course](#)

[Go to the Main Menu](#)

