

User Name: _____ Password: _____

CITI Course in the Responsible Conduct of Research (RCR) Registration Instructions

The CITI RCR Course materials are available through SMU's CITI Program membership. Completion of this RCR Training is required for all faculty who submit funding proposals.

Remember to retain your username and password to re-enter the RCR course at the login page.

Instructions

- Start at the CITI Home Page

- As a new user, you will need to create a **CITI account**, Click "Register Here" under "New Users"
 - Under "Participating Institutions" choose Southern Methodist University from the drop menu
 - Create a Username and Password (record above for future reference)
 - Enter First and last name
 - Enter your SMU-AFFILIATED e-mail address
 - Submit
 - Fill in all required (*) information.
 - Submit
 - Answer Question 3 by choosing the RCR Training Discipline pertinent to you: Social & Behavioral Sciences, Biomedical Sciences, Physical Sciences/Engineering, or Arts & Humanities
 - Submit

- If you **already have a CITI account**, enter Username and Password,
 - Click "Add a Course or Update Your Learner Groups"
 - Click "Update Groups"
 - Answer Question 3 by choosing the RCR Training Discipline pertinent to you: Social & Behavioral Sciences, Biomedical Sciences, Physical Sciences/Engineering, or Arts & Humanities
 - Submit
 - Click "Go Back to Learner's Main Menu"

- The Learners Menu now appears
- Review the information listed
- Under "My Courses," *Responsible Conduct of Research* should show "Status" as "Not Started – Enter"
- Click the "Enter" hyperlink to begin the program.
- A cumulative score of 80% for required modules is needed to pass the course.

Once an investigator has successfully completed the training, he or she should print a copy of the RCR completion report and send it to Phyllis Payne at Box 240, Office of Research Administration. Currently, SMU does not record RCR training in a centralized database, so investigators are personally responsible for documenting training.

CITI Home (Login and Registration Page)h: <https://www.citiprogram.org/>