

## Responsible Conduct of Research (RCR) Training

CUNY has implemented a mandate that all faculty, postdoctoral researchers, graduate and undergraduate students involved in research-related activities complete the Collaborative Institutional Training Initiative's (CITI) Responsible Conduct of Research Training. This requirement is effective August 1, 2012. A copy of this certification is required with all grant proposal submissions, whether it is an internal or external grant application. **Your proposal is incomplete without a copy of this certificate.**

Upon completion of the training, you will receive a certificate of completion. This certificate is valid for three years. You must take the CITI refresher course prior to the expiration in order to maintain your RCR training certification.

### How To Complete the Training

Go to the CITI homepage at <https://www.citiprogram.org/>.

#### INDIVIDUALS NEW TO CITI

1. Click on [New Users Register Here](#)
2. Select City University of New York (CUNY) for [Participating Institutions](#)
3. Create a [Username and Password](#)
4. Enter Your [Security Question and Answer](#)
5. Enter Your [Name](#)
6. Enter your [Email Address](#)
7. Enter Banner Number: 00000
8. Indicate if you want CME/CEU Credit. N.B. The cost is not covered by the college.
9. Indicate if CITI may contact you for a survey.
10. Enter required additional information (preferred language, institutional email address, gender, highest degree obtained, department, role in research and office phone number)
11. Choose your applicable test group from the following choices: RCR for Undergraduate Students, RCR for Non-Engineering Faculty, Graduate Students and Postdoctoral Scholars, RCR for Engineering Faculty, Graduate Students & Postdoctoral Scholars or Administrators.

#### INDIVIDUALS WHO HAVE COMPLETED OTHER CITI MODULES

(e.g., Human Subjects or Animal Use and Care Course)

1. Login using your username and password
2. Click on [Add a course or update your learner groups for City University of New York \(CUNY\)](#)
3. Choose [Take the Responsible Conduct of Research course](#)
4. Choose your applicable test group from the following choices: RCR for Undergraduate Students, RCR for Non-Engineering Faculty, Graduate Students and Postdoctoral Scholars, RCR for Engineering Faculty, Graduate Students & Postdoctoral Scholars or Administrators.