CITI RCR Training Instructions

If you have any questions about RCR training, please email rcr@tamu.edu so we can assist you.

Step 1: Create or Access Your CITI Account Profile
A. If you were assigned RCR training in TrainTraq, you will be redirected to the CITI website to complete it. Alternatively, you can access the CITI website directly here: https://www.citiprogram.org/portal?site=660.
B. Enter your Texas A&M NetID and password when prompted.
   a. If you need assistance with your NetID or password, visit: https://gateway.tamu.edu/
C. CITI might ask if you have another profile with different credentials that you would like to merge.
   a. Select "No" if you are not aware of another CITI profile with different credentials.
   b. Select "Yes" if you already have another CITI profile with different credentials.
      i. You will then be asked to provide additional information to merge your CITI profiles.
      ii. If you encounter issues merging your CITI profiles, you can proceed without merging. We can help merge your CITI profiles manually if needed.
D. You can answer "No" if asked about Continuing Education Unit (CEU) credits.
E. **New CITI Users** will also be asked additional questions including general information and demographics.

Step 2: Select the Appropriate CITI RCR Course
A. **New CITI Users** will be guided to the "Select Curriculum" questionnaire page automatically as part of their profile setup.
B. **Existing CITI Users** might see different screens, but can find their courses by completing one or more of the following steps:
   a. Click "My Courses" at the top of the site after you have logged in to your CITI profile.
   b. If you see the Institutional Courses screen, click "View Courses" next to Texas A&M University.
   c. If you already have an appropriate RCR course listed under "Active Courses" or "Courses Ready to Begin", you can go to the course modules from the list.
   d. If you do not see the appropriate RCR Course on your course list, go to the "Learner Tools" section at the bottom of the page and click "Add a Course".
C. On the "Select Curriculum" questionnaire, **SKIP TO QUESTION 4 for RCR.** You can skip (leave blank or select "Not at this time") all questions except Question 4.

Question 4

Responsible Conduct of Research (RCR)

Please make your selection below to receive the courses in the Responsible Conduct of Research. If you have any questions regarding RCR training, please email RCR@tamu.edu.

○ **RCR Basic:** All Disciplines
○ **RCR Refresher:** Not a substitute for RCR Basic. Only for those assigned to RCR Refresher.

D. You **MUST answer Question 4** to choose an RCR Course, using the guidelines below to make the appropriate selection.
   a. **Students, Postdoctoral Fellows, and others required to take RCR BASIC training** –
      Note: These individuals might have already been assigned TrainTraq course 2113357**.**
      i. select **RCR Basic**, which is the first option under QUESTION 4.
   b. **Faculty, Senior Personnel, and others required to take RCR REFRESHER training** –
      Note: These individuals might have already been assigned TrainTraq course 2114579**.**
      i. select **RCR Refresher**, which is the second option under QUESTION 4.
E. Reminder: You can skip all questions except Question 4 for RCR training.
F. Once you make the RCR course selection, scroll to the bottom of the page and click "Submit".

Step 3: Complete CITI RCR Training
A. Go to the My Courses page in CITI.
B. Click "View Courses" next to Texas A&M University.
C. Click "Start Now" beside the RCR course title you chose in Step 2 above.
D. Complete the Integrity Assurance Statement by reading the terms and selecting I AGREE then click "Submit".
E. Complete all Required Modules and associated quizzes, achieving an aggregate score of 80%.
F. Depending on your area of research, you may also complete some of the Supplemental Modules.
G. You do not have to complete all the modules in one session. You can return to CITI to finish the remaining modules at a later time.
H. You may print your completion report through the "View – Print – Share Record" button next to the Completed Course title on the My Courses page and email rcr@tamu.edu if you prefer; otherwise a copy of the report will be automatically sent to the RCR office which updates your training manually in TrainTraq (usually within 5 business days).

If you have an existing CITI Account with Another Institution:
1. Go to the CITI homepage: https://www.citiprogram.org/portal?site=660.
2. Login using your existing credentials.
3. Click on the "Add Institutional Affiliation" link.
4. Choose "Texas A&M University" from the drop-down menu.
5. If you have already completed the CITI RCR course at your previous institution, you can select the RCR course you have already taken when you update your affiliation to Texas A&M. Once transferred you should see the RCR module in your Texas A&M course history.

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Notes about RCR Training:

- RCR stands for Responsible Conduct of Research.
- If you were assigned to take RCR Training you are likely:
  - Listed as personnel or paid on a grant funded by NSF, USDA-NIFA, or NIH
    and/or
  - A student or postdoc required to complete training per TAMU SAP 15.99.99.M0.04.
    and/or
  - Enrolled in a course or degree program that requires RCR training.
- TAMU RCR Training Program utilizes two systems:
  - TrainTraq -
    - This is a Texas A&M training system.
    - In TrainTraq, we can make training assignments and maintain a record of completion that is linked to other personnel training records.
    - TrainTraq is readily visible to Texas A&M employees as well as their supervisors and administrators.
    - You will likely first receive an RCR training assignment notification from TrainTraq.
    - The TrainTraq courses provide helpful information and resources to complete RCR training; however most of the online RCR training content will be completed in CITI.
    - Individuals who do not have TrainTraq (non-employees) can still complete RCR training in CITI; however, those individuals will not have their completions recorded in TrainTraq.
  - Collaborative Institutional Training Initiative (CITI) -
    - Texas A&M does not own or manage CITI.
    - Follow the detailed steps above to navigate the CITI site to successfully complete RCR training.
    - We cannot automatically assign courses in CITI; however, we can manually assign courses in CITI if you have already created your profile but need help finding or selecting the correct course.
    - CITI requires SSO NetID authentication for Texas A&M University users to help reconcile/match CITI records to Texas A&M Records.
    - Many other institutions utilize CITI for their training needs, including RCR and other compliance areas.
    - CITI RCR courses are NOT the same as the CITI Human Subjects training required for IRB.
    - If you already have a CITI profile with another institution, you can update your institution affiliation in CITI to have your prior training records transferred.
- In addition to Online CITI RCR Training, you may also be required to complete other RCR training such as face-to-face workshops or other courses, as required by specific sponsors, principal investigators, departments and/or SAP 15.99.99.M0.04.

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