

CITI RCR Training Instructions

Please note, The CITI RCR courses are NOT the same as the CITI Human Subjects training required for IRB.

New CITI Account:

1. Go to the CITI homepage: <https://www.citiprogram.org/>.
2. Click on the "Register" button in the "Create an Account" box.
3. Start typing "Texas A&M University" in the "Select Your Organization Affiliation" box and select it when it appears.
4. Create your Username and Password in the following page.
5. Answer the questions about your gender, ethnicity, and race in the following page.
6. Answer "No" in the Continuing Education Unit (CEU) credit question.
7. Answer the Texas A&M University questions (E.g., employee/student ID, role in research, etc.) in the following page.
8. You must answer Question 5 by selecting a Responsible Conduct of Research Course. You should choose the course that is most closely associated with your degree/research area. However, there is no wrong answer. Generally speaking, the courses offered cover the following areas:
 - i. Biomedical Research – research in areas like life sciences, biomedical, health sciences, basic biological research, etc.
 - ii. Social and Behavioral Research – research in areas like anthropology, communication, economics, geography, communication, criminology, international studies, journalism, political science, psychology, sociology, speech and hearing, education, etc.
 - iii. Physical Sciences – research in areas like physics, earth sciences, chemistry, microbiology, evolution and ecology, astronomy, mathematics, energy, aerospace, lasers, etc.
 - iv. Humanities – research in areas like visual or performing arts, arts education, English or other languages, religious studies, gender studies, literature, history, etc.
 - v. Engineering – research in general engineering fields. This course is very similar to the Physical Science course.
 - vi. Research Administrators – If you assist in the administration of research rather than the direct conduct of the research, you should select the Research Administrators course.
9. Answer Question 7 and any remaining questions by selecting “no” or “not at this time”.
10. Finalize registration and you will see a green check indicating that your registration is complete.
11. On the next page you will be able to begin the training.
12. Select Texas A&M University.
13. Click on the name of the previously selected RCR course.
14. You do not have to take the pre-course assessment.
15. Complete the Integrity Assurance Statement before beginning the course by selecting I AGREE.
16. Complete the required RCR modules and associated quizzes, achieving an aggregate score of 80%.
17. You do not have to complete all of the modules in one session.
18. When you complete all of the required modules successfully, you may print your completion report through the "Print" link on the learners menu. A copy of the report will be automatically sent to Texas A&M Division of Research, which will maintain a record of your completion.

Existing CITI Account with Texas A&M University:

1. Go to the CITI homepage: <https://www.citiprogram.org/>.
2. Login using your existing credentials.
3. On your CITI main page, scroll down to Learner Tools for Texas A&M University and select “Add a Course or Update Learner Groups”.
4. Follow the instructions above to select and complete an RCR course.

Existing CITI Account with Another Institution:

1. Go to the CITI homepage: <https://www.citiprogram.org/>.
2. Login using your existing credentials.
3. Click on the “Affiliate with another institution” 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.

Email RCR@tamu.edu with any questions.