

**Responsible Conduct of Research (RCR) Training Module
Collaborative Institutional Training Initiative (CITI)**

1. Go to the following web site and follow the instructions. (See steps listed on the next page) <http://www.citiprogram.org/>
2. You are required to complete the modules listed below. After completing the modules, print out the completion form and scan it and email it to Rhonda McElroy at rmcelroy@illinois.edu.

Required Modules – Physical Science

- The CITI Course in the Responsible Conduct of Research
- Introduction to the Responsible Conduct of Research

12 Elective Modules of Your Choice (*Recommendations Below*)

- Research Misconduct
- Case Study Plagiarism
- Data Acquisition, Management, Sharing and Ownership
- Case Study - Data Management
- Publication Practices and Responsible Authorship
- Responsible Authorship
- Authorship and Publications
- Peer Review
- What is Responsible Peer Review
- Peer Review and Controversial Research
- Conflicts of Interest and Commitment
- When Collaborators Disagree
- Collaborative Research

**Responsible Conduct of Research (RCR) Training Module
Collaborative Institutional Training Initiative (CITI) Detailed Instructions**

1. Proceed to the following web site: <http://www.citiprogram.org/>
2. If this is your first visit, set up a new account by clicking on "Register Here" and follow the instructions. If you already have an account, login by providing your Username, Password, and clicking on "Submit."
3. On the "Main Menu" page, click on link for "View University of Illinois at Urbana-Champaign instructions page" and note the basic process:
 - Click on the "add a course or update your learner groups" link;
 - For the RCR training section, proceed to "Question 3."
 - Enroll in a "Learner Group" appropriate to your interests: for CS students and post-docs the most appropriate would be Physical Science Responsible Conduct of Research Course
 - Click on "Go Back to Learner's Main Menu"
4. The "Learner's Menu" lists your course options; identified are core areas and the option to access a number of case studies:
 - Click on the red link (Enter or Re-Enter) to Begin/Continue the Course;
 - Complete the "Integrity Assurance" module;
 - Complete the required modules;
 - When all of the required modules are completed, you may print your completion report through the "Print" link in the Learner's Menu.
5. The minimum "passing" grade has been set by the Research Integrity Officer (RIO) at the UIUC; if you want to improve your score on a quiz, you may repeat any section.
6. Print or download a "Course Completion Report" and send a copy to Rhonda McElroy (rmcelroy@illinois.edu); a copy is automatically sent to the UIUC RIO (H. Guenther)
7. You may return to the course site to complete other sections or to obtain a copy of the completion report.