



CITI: RCR Instructions

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The National Science Foundation’s (NSF) Responsible Conduct of Research (RCR) training requirement has **expanded to include all faculty and senior personnel supported by NSF** funding for proposals submitted or due **on or after July 31, 2023**. RCR training is intended to help inform the university research community of the wide range of ethical and professional issues that must be considered to ensure a climate of research integrity. Drexel University requires all researchers to engage in ethical research practices based on regulatory standards and professional guidelines of the respected field.

This instruction aims to provide a step-by-step process on how to access the CITI training module for Responsible Conduct of Research as a first-time CITI user, a returning CITI user at Drexel, as well as how to associate CITI training completed under a previous Institution with Drexel University. CITI RCR training completed at a different Institution within the past 4 years will be accepted as documented RCR training if the individual’s CITI account is linked with Drexel University.

Account Set-up and First Time Core Training

Follow these instructions if you are new to the CITI program.

1. Visit the CITI website to get started.

[Research, Ethics, and Compliance Training | CITI Program](#)

2. Once on the home page, navigate to the upper right and click on “Register” box.

https://about.citiprogram.org

CITI PROGRAM Courses Organizations Individuals About Job Board

Support FAQ Contact Us

Register Log In

Are you hiring? Post on Our New Job Board for Free

The Trusted Standard in Research, Ethics, Compliance, and Safety Training

The Collaborative Institutional Training Initiative (CITI Program) is dedicated to serving the training needs of colleges and universities, healthcare institutions, technology and research organizations, and governmental agencies, as they foster integrity and professional advancement of their learners.

Demo a Course Benefits for Organizations



Over 12 Million Learners with 22+ Million Course Completions

3. After clicking “Register”, choose “Select Your Organization Affiliation”.

CITI - Learner Registration

Steps: **1** 2 3 4

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

Independent Learner Registration

Use this option if you are paying for your courses. This option is for persons not affiliated with a CITI Program subscriber organization, or who require content that their organization does not provide. Fees apply. Credit card payment with American Express, Discover, MasterCard or Visa is required. Checks are not accepted.

4. Type in Drexel University and select Drexel University from the drop-down list. Then agree to the Terms of Service and Privacy Policy as well as affirm to being an affiliate of Drexel University by checking the boxes below. Lastly, click the “Create a CITI Program account” box.

Select Your Organization Affiliation

This option is for persons affiliated with a CITI Program subscriber organization.

To find your organization, enter its name in the box below, then pick from the list of choices provided. 

Drexel University

Drexel University only allows the use of a CITI Program username/password for access. You will create this username and password in step 2 of registration.

I AGREE to the [Terms of Service](#) and [Privacy Policy](#) for accessing CITI Program materials.

I affirm that I am an affiliate of Drexel University.

Create a CITI Program account

5. Next fill in personal information. Please keep in mind, it is advantageous to include a second email address (personal) in order to continue the same learner transcript at future institutions. After completing the personal information, select the “Continue to Step 3” box.

CITI - Learner Registration - Drexel University

Steps: 1 2 3 4

Personal Information

* indicates a required field.

* First Name

* Last Name

* Email Address

* Verify email address

We urge you to provide a second email address, if you have one, in case messages are blocked or you lose the ability to access the first one. If you forget your username or password, you can recover that information using either email address.

Secondary email address

Verify secondary email address

 Continue To Step 3

6. Create a username and password along with a security question and answer. Once completed, click the “Continue to Step 4” box.

CITI - Learner Registration - Drexel University

Steps: 1 2 **3** 4

Create your Username and Password

* indicates a required field.

Your username should consist of 4 to 50 characters. Your username is not case sensitive; "A12B34CD" is the same as "a12b34cd". Once created, your username will be part of the completion report.

* User Name

Your password should consist of 8 to 50 characters. Your password IS case sensitive; "A12B34CD" is not the same as "a12b34cd".

* Password * Verify Password

Please choose a security question and provide an answer that you will remember. **NOTE: If you forget your login information, you will have to provide this answer to the security question in order to access your account.**

* Security Question

* Security Answer

Continue To Step 4

7. Select Country of Residence and Opt In or Opt Out of additional contact about courses and services from CITI. Once these two fields are completed, click the Finalize Registration box.

***TIP: A “Save Password” window may pop up once navigated to this page. Accepting is up to personal preference if using a secure device.

[LOG IN](#)

[LOG IN THROUGH MY ORGANIZATION](#)

[REGISTER](#)

CITI - Learner Registration - Drexel University

Steps: 1 2 3 4

* indicates a required field.

Would you like to connect your ORCID® iD to your CITI Program account? ⓘ

 [Connect your ORCID ID](#)

* Country of Residence

Search for country: Enter full or partial name (e.g., "United States") OR your country's two or three character abbreviation (e.g., "US", "USA"), then pick from the list of choices provided.

United States

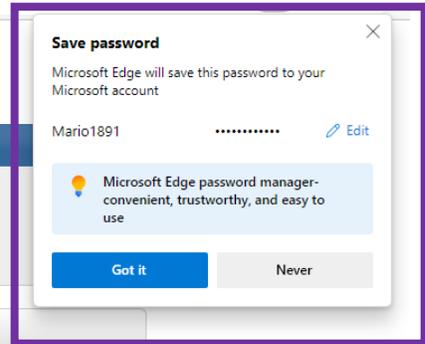
* May we contact you to provide information about other courses and services after you complete your CITI Program coursework? ⓘ

Yes

No

[Finalize Registration](#)

New to the CITI Program? Read the [getting started guide](#) or watch the [getting started video](#).



- Continue to create your CITI user profile, including selecting CE preferences, your institutional email address, department, role, as well as your personal account profile.
- On your "My Courses" page, select to "View Courses" for Drexel University.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Drexel University

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)

10. Select “Add a Course” from one of the two options below.

Show Courses for:

Drexel University



[Institution List](#)

Drexel University



You are not enrolled in any courses for this institution.

[Add a Course](#)

Learner Tools for Drexel University

- [Add a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)



11. From the list of available courses, select “Responsible Conduct of Research (RCR) Courses”.

Please select the categories of courses you need to take. Select all that apply.

This question is required. Choose all that apply.

- Human Subjects Research Courses
- Good Clinical Practice Course
- Conflict of Interest
- Health Information Privacy & Security (HIPS) Courses
- Responsible Conduct of Research (RCR) Courses
- Lab Animal Research
- Export Compliance
- CRC Foundations
- CRC Advanced
- Revised Common Rule
- Public Health Research
- Community-Engaged and Community-Based Participatory Research
- COVID-19: Back to Campus (2020-2021) and Remote Contact Tracing
- Undue Foreign Influence: Risks and Mitigations



12. Select the applicable RCR learner group based on your research role.

Select Curriculum
Drexel University

Responsible Conduct of Research Course Enrollment

Please select your RCR learner group below to be enrolled in RCR Courses:

This question is required. Choose one answer.

- Medical RCR
- Social Behavioral RCR
- IRB/ Research Administration RCR

Start Over

Next

13. The assigned RCR module will now appear in your “Courses Ready to Begin” list under your personalized Drexel University assigned courses. Select “Start Now” to begin and complete the training.

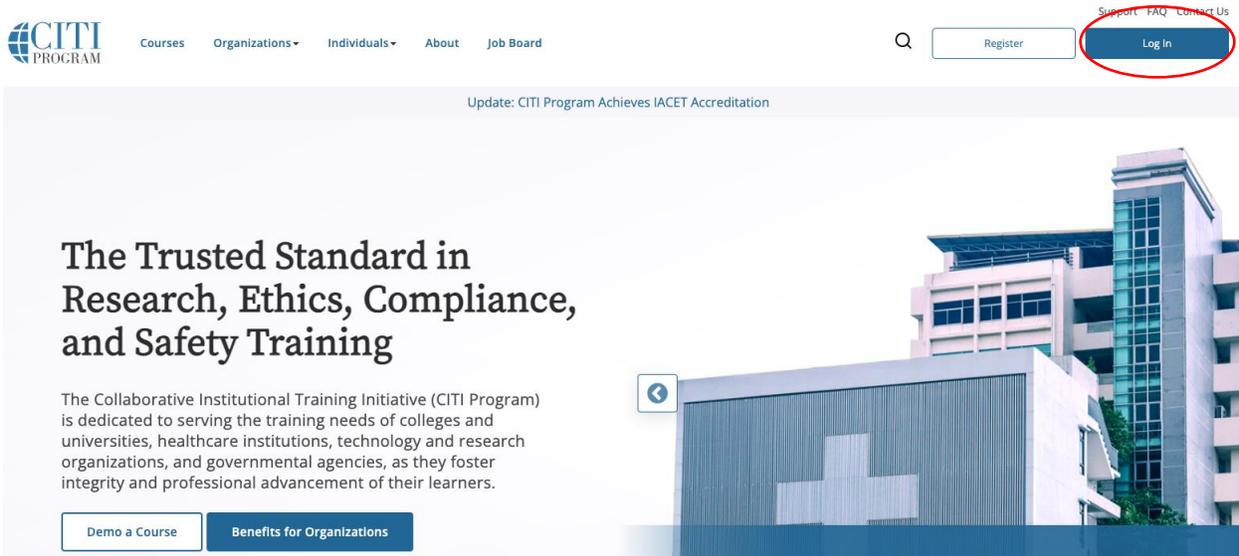
Adding the RCR Module to an existing Drexel CITI Account

Follow these instructions if you have already completed CITI training through a Drexel account and need to add the RCR module.

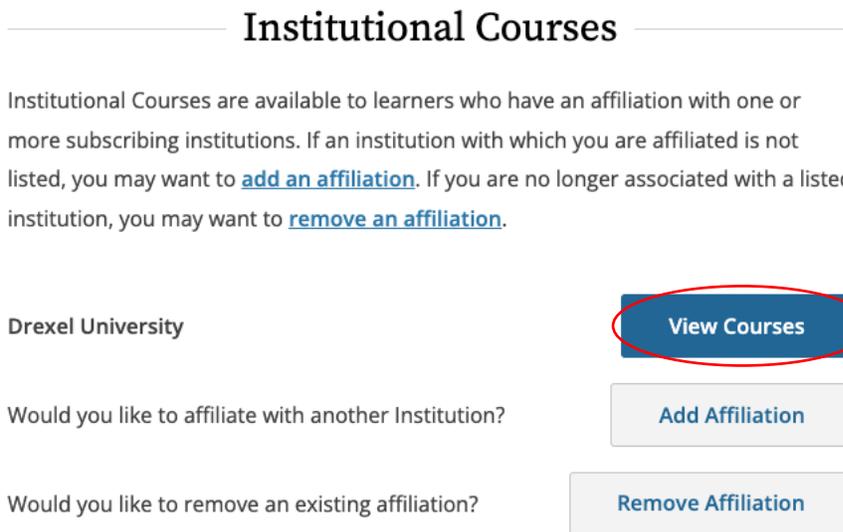
1. Visit the CITI website to get started.

[Research, Ethics, and Compliance Training | CITI Program](#)

2. Log into your CITI account.



3. On your “My Courses” page, select to “View Courses” for Drexel University.



4. All assigned and completed courses will be listed. At the bottom of the page, under Learner Tools for Drexel University, select “Add a Course”.

Learner Tools for Drexel University

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)

5. From the list of available courses, select “Responsible Conduct of Research (RCR) Courses”.

Please select the categories of courses you need to take. Select all that apply.

This question is required. Choose all that apply.

- Human Subjects Research Courses
- Good Clinical Practice Course
- Conflict of Interest
- Health Information Privacy & Security (HIPS) Courses
- Responsible Conduct of Research (RCR) Courses
- Lab Animal Research
- Export Compliance
- CRC Foundations
- CRC Advanced
- Revised Common Rule
- Public Health Research
- Community-Engaged and Community-Based Participatory Research
- COVID-19: Back to Campus (2020-2021) and Remote Contact Tracing
- Undue Foreign Influence: Risks and Mitigations

6. Select the applicable RCR learner group based on your research role.

Select Curriculum

Drexel University

Responsible Conduct of Research Course Enrollment

Please select your RCR learner group below to be enrolled in RCR Courses:

This question is required. Choose one answer.

- Medical RCR
- Social Behavioral RCR
- IRB/ Research Administration RCR

Start Over

Next

7. The assigned RCR module will now appear in your “Courses Ready to Begin” list under your personalized Drexel University assigned courses. Select “Start Now” to begin and complete the training.

Associating a previous CITI account with Drexel

Follow these instructions if you have already completed CITI RCR training through a personal account or one associated with a previous Institution.

1. Visit the CITI website to get started.

[Research, Ethics, and Compliance Training | CITI Program](#)

2. Log into your CITI account.

Update: CITI Program Achieves IACET Accreditation

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Demo a Course

Benefits for Organizations



3. On the home page, click on “Add an Affiliation”.

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#).

Add An Affiliation



4. Type “Drexel University” in the text field to find the Institution. Agree to the Terms of Service and affirm affiliation with Drexel University.

Affiliate with an Institution

[Home](#) > [Profiles](#) > Affiliate with an Institution

To find your organization, enter its name in the box below, then pick from the list of choices provided. 

If your organization is using Single Sign-On, please find it [here](#).

- I AGREE to the [Terms of Service](#) for accessing CITI Program materials.
- I affirm that I am an affiliate of Drexel University. 

Continue

5. Complete the required Profile fields, including institutional email address, department, and role.
6. Select any applicable training from the list of available courses. Please note, that previously completed CITI courses will be viewable in the “My Records” tab. CITI RCR training completed at a different Institution within the past 4 years will be accepted as documented RCR training if the individual’s CITI account is linked with Drexel University.



Please select the categories of courses you need to take. Select all that apply.

This question is required. Choose all that apply.

- Human Subjects Research Courses
- Good Clinical Practice Course
- Conflict of Interest
- Health Information Privacy & Security (HIPS) Courses
- Responsible Conduct of Research (RCR) Courses
- Lab Animal Research
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