

## Responsible Conduct of Research Guide

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Oklahoma State University's Graduate College and the Department of Political Science requires graduate students to complete the Responsible Conduct of Research (RCR) Course. This guide will assist students in the proper selection of course in the Collaborative Institutional Training Initiative (CITI) platform.

It is a requirement that students take the RCR in their first semester at OSU. A delay in registration will result for those students who procrastinate or fail the RCR. In addition, the Program Director/Coordinator cannot sign a student's Plan of Study (POS) without successful completion of the RCR. As a result, the Graduate College may apply a POS hold, which will prevent registering for courses.

The RCR is mandatory for all students, regardless if you previously took the RCR course at another institution.

The RCR is different from the Institutional Review Board (IRB), in which, the IRB requires students to complete different courses depending on their research. IRB courses will not satisfy the RCR requirement.

In past experiences, several students completed the wrong courses in the CITI platform. Please follow these directions carefully to ensure appropriate course selection.

### Registering with CITI

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- The first step is to create an account with CITI. Go to <https://www.citiprogram.org/>. Click "Register" at the top left of the main page to create an account
- Step 1 "Select An Institution:" Select Oklahoma State University from the "Participating Institutions" drop down box. Leave everything else in Step 1 blank
- Step 2 "Personal Information:" Enter First name, Last name, and Email Address
- Step 3 "Create your Username and Password:" Follow the instructions
- Step 4 "Gender, Ethnicity and Race:" Follow the instructions
- Step 5 "Are you interested in the option of receiving Continuing Education Unit (CEU) credit for completed CITI Program courses?:" Select "No"
- Step 6 "Please provide the following information requested by Oklahoma State University:" Follow the instructions
- Step 7 "Select Curriculum – Oklahoma State University:" Skip questions 1, 2, 3, and 5
  - Important, under question 4: "Responsible Conduct of Research," click the second box labeled, "Social and Behavioral Responsible Conduct of Responsible Conduct of Research Course" (Figure 1)**

CITI - Learner Registration  
Steps: 1 2 3 4 5 6 7

Select Curriculum - Oklahoma State University  
\* indicates a required field.  
You will be provided a series of enrollment questions. Your responses will determine the curriculum for the courses you are going to take. Please read the questions carefully. Please read the responses carefully to make the best choice. Click here to review the Oklahoma State University Instructions page.

Question 1  
**Human Subjects Research**  
Please choose one learner group below based on your role and the type of human subjects activities you will conduct. You will be enrolled in the Basic Course for that group.  
Choose one answer

- Social/Behavioral Research Investigator Faculty/Staff/Student
- Biomedical Research Investigator Faculty /Staff/Student
- IRB Staff
- University Compliance Director
- Institutional Officials (VPR, Deans, Dept. Hds)
- Extension County Educators
- I have previously completed a Basic Course in human subjects research protection. Please go to Question 2.

**DO NOT CHECK ANY BOXES**

Question 2  
If you have completed a Basic Course in human subject research protection and have checked with OSU IRB office to verify that it meets requirements, then enroll in the Refresher Course for Human Subjects Research by choosing one learner group below based on your role and the type of human subjects activities you will conduct.  
Choose one answer  
Choose one answer

- Social/Behavioral Research Investigator Faculty/Staff/Student
- IRB Committee Member/Associate
- Institutional Officials (VPR, Deans, Dept. Hds)
- I have not completed the Basic Course. Please go to Question 1.

**DO NOT CHECK ANY BOXES**

Question 3  
**Laboratory Animal Welfare**  
Do you conduct activities that involve animals?  
1. If YES, then please complete the course titled "Working with the IACUC". In addition, we recommend that you complete the appropriate species specific modules, which are listed below. Simply choose the appropriate species specific electives according to your research interests.  
1. If you are an IACUC member, please complete the course titled "Essentials for IACUC Members."  
Choose all that apply

- Working with the IACUC
- Essentials for IACUC Members
- Working With Animals in Biomedical Research - Refresher Course
- IACUC Community Member (optional)
- Specific Issues Pertaining to Animal Welfare (optional)

Choose the appropriate species specific electives depending on your work or interests.

- I work with Frogs, Toads or other Amphibians
- I work with Fish
- I work with Mice
- I work with Guinea Pigs
- I work with Rabbits, Family: Leporidae
- I work with Cats
- Refresher for Cats
- I work with Non-Human Primates (NHP)
- I work with Fish
- If you plan to conduct studies that have the potential to cause "more than momentary pain and distress" in Mice or Rats you should complete the module on "Minimizing Pain and Distress."
- Do you conduct major survival surgery or non-survival surgeries in non-rodent species? If you do, the module on aseptic surgery is a must.

**DO NOT CHECK ANY BOXES**



Question 4  
**Responsible Conduct of Research**  
If you want to take Responsible Conduct of Research (RCR) Course For Faculty, Staff, & Graduate Students, please make your selection below.  
Choose all that apply

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- RCR Training For Undergraduate Students
- N/A

Question 5  
Would you like to take the Conflict of Interest mini-course?  
Choose one answer

- Yes
- No

**DO NOT CHECK ANY BOXES**

Figure 1

- ❑ Skip question 5 and click the “Submit” button
- ❑ Next, you will be given the option to register with another institution. Click “Finalize Registration” (Figure 2)
- ❑ You may now enter the course by clicking “Social and Behavioral Responsible Conduct of Research Course 1” (Figure 3)

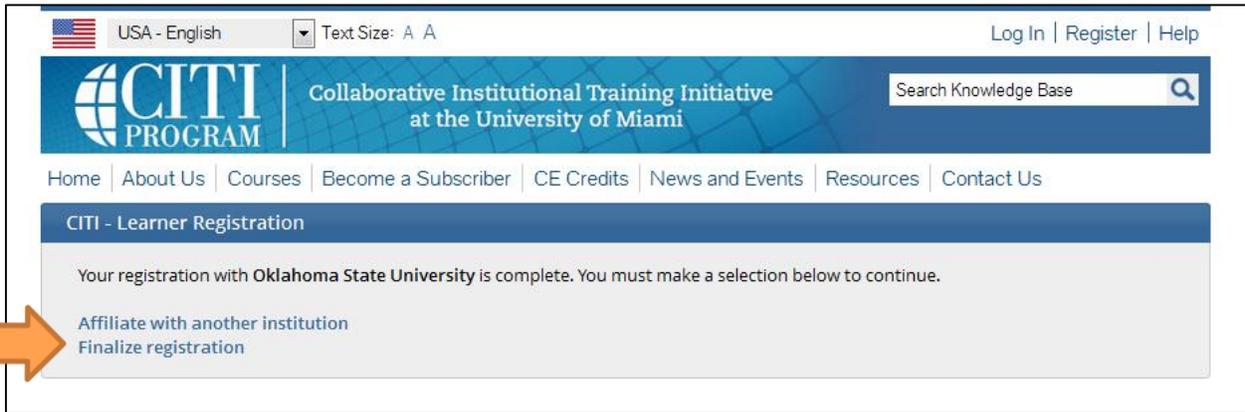


Figure 2

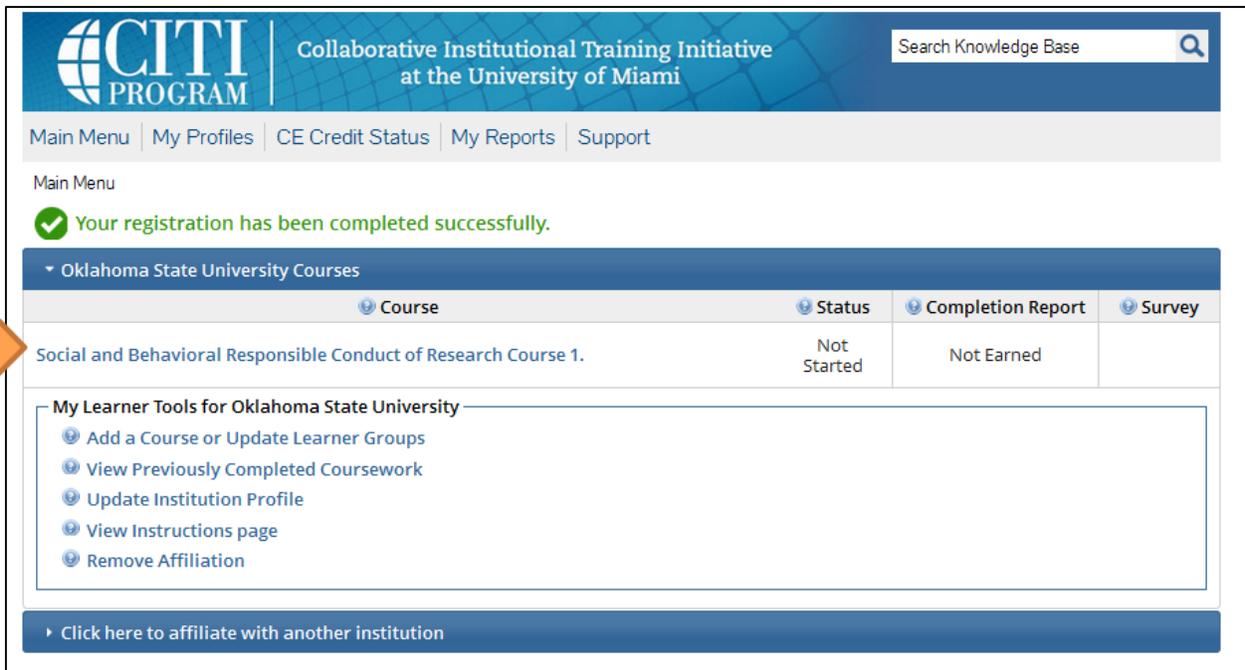


Figure 3

- ❑ Once you enter the course, you will notice several modules to compete (Figure 4). You must click, “Complete the Integrity Assurance Statement before beginning the course.” Once completed, proceed through the courses  
Note: Some modules have quizzes at the end.

**CITI PROGRAM** Collaborative Institutional Training Initiative at the University of Miami

Main Menu | My Profiles | CE Credit Status | My Reports | Support

Main Menu > Course Social and Behavioral Responsible Conduct of Research Course 1.

**Social and Behavioral Responsible Conduct of Research Course 1. - Basic Course**

To pass this course you must:

- Complete all 29 required modules
- Complete 3 of 6 elective modules
- Achieve an average score of 80% on all quizzes

Your Current Score **0%**

You have unfinished modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

Required Modules		
	Date Completed	Score
The CITI Course in the Responsible Conduct of Research (ID: 1522)	Incomplete	0/0 (0%)
Introduction to the Responsible Conduct of Research (ID: 1248)	Incomplete	0/0 (0%)
Introduction to Research Misconduct (ID: 1343)	Incomplete	0/0 (0%)
Research Misconduct (RCR-SBE) (ID: 1495)	Incomplete	0/0 (0%)
Case Study - In the Field, No One Will Know (RCR-Humanities) (ID: 1218)	Incomplete	0/0 (0%)
Case Study Plagiarism (RCR-SBE) (ID: 1472)	Incomplete	0/0 (0%)
Case Study No News Is Not Good News (RCR-SBE) (ID: 1494)	Incomplete	0/0 (0%)
Data Management (RCR-SBE) (ID: 1523)	Incomplete	0/0 (0%)
Case Study - Data Management - Share and Share Alike (RCR-SBE) (ID: 1440)	Incomplete	0/0 (0%)
Case Study - Data Management 'Who Owns Research Data?' (RCR-SBE) (ID: 1200)	Incomplete	0/0 (0%)
Case Study - Data Management 'The New Clinical Data Manager' (RCR-Biomed) (ID: 1201)	Incomplete	0/0 (0%)
Authorship (RCR-SBE) (ID: 1518)	Incomplete	0/0 (0%)
Responsible Authorship - The Chair as an Author (RCR-SBE) (ID: 1378)	Incomplete	0/0 (0%)
Authorship and Publications - The Grateful Author (RCR-SBE) (ID: 1379)	Incomplete	0/0 (0%)
Peer Review (RCR-SBE) (ID: 1521)	Incomplete	0/0 (0%)
What is Responsible Peer Review (RCR-SBE) (ID: 1374)	Incomplete	0/0 (0%)
Peer Review and Controversial Research (RCR-SBE) (ID: 1370)	Incomplete	0/0 (0%)
Responsible Mentoring <sup>01-1625</sup> (ID: 1625)	Incomplete	0/0 (0%)
Mentoring Case Study: O, What a Tangled Web We Weave (All Disciplines) (ID: 1337)	Incomplete	0/0 (0%)
Mentoring Case Study: The Graduate Student Laborer (All Disciplines) (ID: 1338)	Incomplete	0/0 (0%)
Mentoring Case Study: The Business of Mentoring (RCR-Biomed) (ID: 1341)	Incomplete	0/0 (0%)
Conflicts of Interest (RCR-SBE) (ID: 1462)	Incomplete	0/0 (0%)
Col Case Study - The Case of the Promising New Technology (RCR-SBE) (ID: 1454)	Incomplete	0/0 (0%)
Col Case Study -The Case of the Entrepreneurial Psychologist (RCR-SBE) (ID: 1457)	Incomplete	0/0 (0%)
Collaborative Research (RCR-SBE) (ID: 1484)	Incomplete	0/0 (0%)
When Collaborators Disagree (RCR-SBE) (ID: 1314)	Incomplete	0/0 (0%)
Collaborations Between Academics (RCR-SBE) (ID: 1393)	Incomplete	0/0 (0%)
Oklahoma State University module (ID: 610)	Incomplete	0/0 (0%)
The CITI RCR Course Completion Page (ID: 1043)	Incomplete	0/0 (0%)

Elective Modules		
	Date Completed	Score
Mentoring Case Study: Sherry's Secret (All Disciplines) (ID: 1339)	Incomplete	0/0 (0%)
Mentoring Case Study: Lisa Bach's Case (RCR-Biomed) (ID: 1340)	Incomplete	0/0 (0%)
Mentoring Case Study: Too Much Help is Just Too Much! (All Disciplines) (ID: 1342)	Incomplete	0/0 (0%)
Col Case Study - Janet's Suspicions (RCR-SBE) (ID: 1459)	Incomplete	0/0 (0%)
When Collaborators Become Competitors (RCR-SBE) (ID: 1401)	Incomplete	0/0 (0%)
Marriage Has Its Advantages (RCR-SBE) (ID: 1405)	Incomplete	0/0 (0%)

Figure 4

When you finish, please print off the results and email them to [osu-femp@okstate.edu](mailto:osu-femp@okstate.edu).

Remember, it is mandatory to complete the RCR in your first semester. In addition, the program director cannot sign any POSs without successful completion of the RCR requirement.

If you have any questions, please do not hesitate to contact your advisor for help.