

## RCR Training Frequently Asked Questions

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1. Who must complete the CITI RCR training?

RCR training is dependent on sponsor requirements. Currently, all undergraduates, graduate students, and post doctoral researchers who will be supported by NSF to conduct research must complete CITI RCR training.

2. Why must I complete the CITI RCR training?

NSF requires training and oversight in the responsible and ethical conduct of research for undergraduates, graduate students, and post doctoral researchers who will be supported by NSF to conduct research. AU has contracted with CITI to provide RCR training. The CITI RCR program will ensure appropriate training and documentation related to RCR requirements.

3. What do I do if I have already completed CITI RCR at another institution?

If you have completed CITI RCR Training modules while at another institution, you will need to log in to CITI and update your institutional affiliation. After affiliating with Auburn University, you can access the list of modules required by AU for RCR training. This list will identify any modules that you have previously completed and show any additional modules that are required for AU RCR training.

4. Which CITI RCR modules should I complete?

The “Learner Group” you select during registration will determine the modules that are required. Choose the group that best describes the type of research or related activity that you normally conduct. There are six learner groups:

• Biomedical	• Humanities
• Social and Behavioral	• Engineering
• Physical Science	• Research Administration

Note: Some groups are given the opportunity to take optional modules in addition to those that are required. These modules are not needed to complete the required RCR training.

5. How much time will it take?

Completion of the required modules will depend on your familiarity with RCR topics. Most modules should take approximately 10 to 20 minutes, with a total time of 3 to 4 hours. You do not need to complete all of the modules at one time. CITI allows you to save the modules you have completed and return at a later time/date to continue the training.

6. Is there a deadline for completing CITI RCR training?

Training must be completed before you conduct research on and are paid from an NSF award.

7. What is the passing score for the quizzes?

You must receive a passing score of 80% or higher.

8. What do I do when I have completed the training?

When you have completed all of the modules, you will need to print a completion certificate. A copy of the certificate should be submitted to the project PI. The PI will forward the training certificate to the appropriate Department Head(s).

9. Will OSP submit a proposal if all students have not been trained?

OSP may submit the proposal. However, undergraduate students, graduate students, and postdoctoral researchers may not participate in NSF funded activities nor will they be paid from NSF awards until training is completed.

10. How do I access the CITI modules?

Go to [www.citiprogram.org](http://www.citiprogram.org). You must register to access the training. For registration instructions, click [here](#). You may want to print the instructions and have them available when you register.

11. How much does the training cost?

The Office of the Vice President for Research at AU pays an annual fee to CITI for all AU faculty, staff, and students to use the training modules. There is no cost to individual users to complete the CITI RCR training.

12. When will my completion certificate expire?

It is anticipated that completion certificates will be valid for 5 years. However, this is subject to change based on regulatory requirements.

13. What if I forget my username or password?

If you have forgotten your username (which should be your AU user name) or your password (which should be unique to CITI), there is a link on CITI's home page to request that this information be emailed to you.

14. What if I have other questions?

Check the "Announcements and Frequently Asked Questions (FAQ's)" section on CITI's website. For other questions, you should contact your Contract Administrator in the Office of Sponsored Programs.