

## Human Subjects CITI Training Instructions -RCR Course

### **I. What is the RCR course, and who needs to take it?**

The Biomedical Responsible Conduct of Research (RCR) course is a CITI training program designed to provide an overview of research misconduct and data management.

Harvard Pilgrim Health Care and Harvard Pilgrim Health Care Institute employees are required to take this course if you are involved in human subject research activities. This includes research support staff as well as faculty, fellows, students, and key personnel listed on grants.

### **II. When do I need to complete this training?**

New hires should complete this training within 30 days of hire and before any involvement in human subject research. Research studies will not be approved until all key personnel and research project staff complete the training.

### **III. How do I take the Responsible Conduct of Research (RCR) Course?**

1. Go to the website ([www.citiprogram.org](http://www.citiprogram.org)). If you have already registered, sign in with your username and password.
2. From the main menu Click: *Add a Course or Update Learners Groups* and select the option:
  - Responsible Conduct of Research Course (RCR)**
3. Click *Next*, then click *Go Back to Learner's Main Menu*. Responsible Conduct of Research will be listed on the main page under **HPHC Courses**. Click on the course title to begin.

### **IV. What happens if I do not receive a passing score?**

The minimum passing score is set at 80%. If you do not pass, you may repeat any quiz for which you did not receive 100%. You will be notified once you receive a passing score.

### **V. When I have completed all the Required Modules, what do I do?**

When you complete the program, you will receive an emailed copy for your records. Submit a copy of your training completion report with your next applicable IRB submission. You may also submit your training to the IRB Office at anytime by attaching it and submitting it through your user profile in IRBNet.

### **VI. When does the completion expire?**

The RCR course is currently a one-time requirement.