

Responsible Conduct of Research (RCR) Instruction Page

All undergraduate student employees, graduate students on an assistantship and postdoctoral researchers are required to complete this training.

Please direct RCR training questions to TEES Risk and Compliance at researchcompliance@tees.tamus.edu

Questions about TrainTraq may be directed to Engineering Human Resources at engineeringhr@tamu.edu

The CITI web site: <https://www.citiprogram.org>

Once at the Home page, click on "Register"

(If you've previously registered, enter your Username and Password to re-enter the online course.)

Registration Process

STEP 1

You will be asked to select your institution. In the "Search for Organization" text box enter **Texas A&M Engineering Experiment Station** It is important that you select the correct institution.

The screenshot shows the 'CITI - Learner Registration' interface. At the top, there is a blue header with the text 'CITI - Learner Registration'. Below the header, there is a progress indicator showing 'Steps: 1 2 3 4 5 6 7', with '1' highlighted in blue. A red message states 'You must make a selection below.' Below this is a section titled 'Select Your Organization Affiliation'. It contains a search box with the text 'Search for organization: Enter full or partial name' and a dropdown arrow. The search box contains the text 'Texas A&M Engineering Experiment Station'. To the right of the search box is a link that says 'Can't find your institution? It may use Single Sign On. Check here.' Below the search box is a paragraph of instructions: 'Drop-down lists have been replaced by this single search box. To find your organization, enter its name in the box above, then pick from the list of choices provided. If the selection is correct, click the "Continue to Step 2" button immediately below. To clear your selection and try again, click the "Search Again" button.' At the bottom of the form are two buttons: 'Continue to Step 2' and 'Search Again'.

Note: If you previously had a CITI program account, you can affiliate with Texas A&M Engineering Experiment Station, by clicking the 'Click here to affiliate with another institution' link on the 'Main Menu' page of your account. On the next page you will use the search box to locate the institution.

Select **Continue to Step 2** button

Continue to Step 2

STEP 2

You will be asked to select a Username and Password. Please remember the Username and Password that you select for future use. If you forget your Username or Password you will need to contact the support staff at CITI for assistance.

NOTE: From this point on, please follow the rest of the on-line instructions.

It will take about two hours to complete the assigned modules. You do not have to complete all of the modules at one visit. Completed modules (quiz taken and successfully completed) will be saved when you log out of the CITI training web site.

There is a quiz for most of the required modules. You must correctly answer 80% of the quiz questions to successfully complete the module.

Once each module is completed click on the **Go to the next required module** link

Completion Certificate

Once you have completed all of the required modules, click on "Go to the Main Menu." On the main menu page, choose **"View course completion history for Texas Engineering Experiment Station and print completion certificate."** On the next page, scroll all the way to the right and click on "Print Completion Certificate." Keep a copy of the report for your file.

If your TrainTraq session times out while you are taking the training your completion will not record in TrainTraq. You must log back into SSO, access the course and acknowledge completion as instructed on the first page of the training. See Screen shots below.

Launch Training Slide



The slide features the TEES logo and the text "TEXAS A&M ENGINEERING EXPERIMENT STATION" at the top left. The main heading is "Launch Training". Below this, there is a "NOTE" section explaining that if a TrainTraq session times out, users must log back in and acknowledge completion on the last page to receive credit. To the right of the note is a button labeled "CLICK TO LAUNCH TRAINING". Below the note is another instruction: "If after 48 hours of completion your TrainTraq record does not show complete, email your CITI Certificate of completion to: researchcompliance@tees.tamus.edu". To the right of this instruction is a button labeled "Click here when all CITI modules are complete."

Completion Acknowledgement Slide



The slide has a dark background with white text. At the top, it says "Please select one of the options below then click the submit button." Below this are two radio button options:

- I have completed the training RCR training modules required by TEES on the CITI website.
- No, I have not completed the training as required by TEES on the CITI website.