

Instructions for Virginia Tech CITI Learners-Responsible Research Conduct

To Start the Course:

1. From the Home Page <https://www.citiprogram.org>, choose New Users, “Register Here”.
2. Choose your institutional affiliation (Virginia Polytechnic Institute & State University).
3. Choose a Username/Password, **your CITI username will not necessarily be your VT PID**. Once you are registered as a CITI user you will be asked for some information including your VT PID (example, jsmith) and Banner ID (9 # found on your Hokie Passport). Be sure to provide your PID and Banner ID # so we can properly give you credit for taking the CITI course.
4. You will need to enroll in the **Learner Group** appropriate to your interests or your role within the University. The learner groups are divided by discipline and are below:



The screenshot shows the CITI Collaborative Institutional Training Initiative website. At the top, there is a blue header with the CITI logo and the text "Collaborative Institutional Training Initiative". Below the header, there are links for "Resources" and "Main M". A red banner below the header reads "Select Curriculum - Virginia Polytechnic Institute & State University". Underneath the banner, there is a link: "Review the Virginia Polytechnic Institute & State University Instructions page." Below this link, there is a question: "Question 1 Please make your selection below to receive one of the courses in the Responsible Conduct of Research." The question asks the user to "Choose one answer" and provides six radio button options: "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", "Responsible Conduct of Research for Engineers" (which is selected), and "Responsible Conduct of Research for Administrators".

5. If you are taking this course in compliance with the COMPETES Act and you are not sure of which module you should complete please contact the Principal Investigator for guidance. Virginia Tech has prescribed the course curriculum for the discipline selected. If you are taking this course as a requirement for the Virginia Tech

Research Administrator Certificate Program please select the Responsible Conduct of Research for Administrators module.

6. The next page is the **Main Menu**. This page lists the courses you have chosen. The Main Menu also provides a number of **Course Utilities** designed to help you.
 - You may affiliate with another institution. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.
 - You may **"Add a course or update your learner groups"** This link will take you to the enrollment screen where you can change your **"Learner Group"**.
7. The red link ([Enter](#) or [Re-Enter](#)) will permit you to **Begin/Continue the Course**.
8. Please complete the **Integrity Assurance** module presented at the top. The system will allow you to start taking the courses after completing it.
9. Complete the required modules and associated quizzes.
10. Complete any **"Elective"** modules.
11. When you complete all Required Modules in your curriculum, you will be shown a link to ["Optional Modules"](#) in the Optional Course Catalog. You may return to the course site at a future time to review these modules.
12. When you complete all required modules successfully, you may print your completion report through the link: ["Print"](#) in the Learner's menu

The **Basic Course** for Responsible Research Conduct will require 4-6 hours to complete depending on the curriculum prescribed by your organization. **You are encouraged to use multiple log on sessions.**

To Complete the Course:

- The minimum "passing" aggregate score for the Responsible Research Conduct module is 80%. A running tally is compiled in the Grade Book. If you want to improve a score on a quiz, you may repeat any quiz in which you didn't score 100 % correct.

- Print or download a **Course Completion Report** as evidence that you have met your institutional requirements. A copy will be sent automatically to your institutional administrator. You may return to the course site in the future to obtain a copy of the completion report.
- Submit a voluntary, anonymous user satisfaction survey.

Software needed:

Some modules include video and will require specific software.



You will need the **REAL Video Plug In** to view some of the content in the course. Click on the logo to download a free copy of the real Video Player



You will need the **QuickTime player** for some of the Video presentations. Click on the image to download a free player.



Some of the hyperlinked content may be in the PDF format. You will need an **Adobe Acrobat Reader**. Click on the logo to download a free copy

Questions:

- Technical issues should be addressed to citisupport@med.miami.edu or to 305 243-7970.
 - Questions regarding your requirements should be addressed to Vicky Ratcliffe, Manager of Research Education and Development, at vratcliffe@vt.edu or 540-231-7964.
 - For more information regarding Virginia Tech's policy on research misconduct please go visit the Research Integrity Office at <http://www.research.vt.edu/research-integrity-office/index.html>.
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