

Graduate Student Responsible Conduct of Research

Required Training for All On-Campus College of Engineering Graduate Students

WHAT IS THE REQUIRED RCR TRAINING?

Purdue's College of Engineering requires all on-campus engineering graduate students to complete **both** of the following RCR trainings by the end of their first semester. Students on NSF- or NIH-funded research projects may have additional requirements or earlier deadlines and should check with their research advisor.

- 1) **Complete the CITI online course on Responsible Conduct of Research Training – Faculty, Postdoctoral, and Graduate Course (CITI-RCR).** The CITI-RCR online course includes 8 required modules. Each module takes approximately 30-60 minutes to complete and ends with a short multiple choice quiz. Students can enter, leave, and re-enter the course and each module as many times as they would like prior to taking the quiz. Students must achieve an average score of at least 80% on all quizzes in the required modules. When students have completed all the quizzes, they can print out a certificate of completion.
- 2) **Attend a follow-up seminar or workshop.** The seminar or workshop may be one given by the School or one offered by the Graduate School. The seminar gives an opportunity for students to ask questions and discuss RCR-related issues with the speaker.

HOW DO STUDENTS COMPLETE THE CITI ONLINE TRAINING REQUIREMENT?

Each School may establish a specific process to follow, so students should check with their graduate program office with any questions. Some Schools include the CITI training as part of a first semester course; others require students to complete the training prior to receiving a registration PIN for the second semester.

The following steps may be modified and shared with students to guide them in completing the online training:

- ▶ Visit www.citiprogram.org and select "Register."
- ▶ Search for Purdue University and then complete the registration process. The username and password you create will be separate from your Purdue Career Account.
- ▶ Once logged in, select the **Responsible Conduct of Research Training – Faculty, Postdoctoral, and Graduate Course** under the Purdue University Courses heading.
- ▶ Complete all 8 modules (7 CITI and 1 Purdue). This will meet the CoE online training requirement, but your School or research project may require additional courses.

At the completion of the CITI course, a certificate of completion will be displayed. You will need to print and submit or email a copy of this completion certificate to your graduate program office. This certificate is your only proof of completing the course, so do not miss this step! Your School may provide additional guidance on how they would like you to submit your completion certificate.

HOW DO STUDENTS COMPLETE THE SEMINAR/WORKSHOP REQUIREMENT?

Each School can determine whether to have students complete a School-sponsored seminar/workshop or have students attend an RCR workshop hosted by the Graduate School. Once determined, each School should communicate to students what they need to accomplish and how they should show proof of completion to the Graduate Administrator.

HOW IS RCR TRAINING TRACKED?

Students must submit their CITI-RCR certificate of completion and proof of seminar/workshop attendance to the graduate administrator by the end of their first semester. Completion of the online CITI training and the seminar/workshop should be noted in GradDB under Research Conduct. Some Schools also use flags or banners to prominently display completion within GradDB.

DOES THE CITI-RCR TRAINING EVER EXPIRE?

The CITI certification will expire after 5 years. The College of Engineering does not require students to maintain an active certification. To meet the College of Engineering requirement, graduate students must only complete the training once. However, students working on research projects that require active certification (such as projects funded by NSF, NIH, etc.) will need to complete their certification every 5 years. Students whose certification expires while they are still at Purdue may also wish to recertify prior to their job search. To recertify, students complete the online program again. Schools should update GradDB if students recertify.

DO STUDENTS WHO HAVE TAKEN THE CITI ONLINE TRAINING AT A PREVIOUS INSTITUTION NEED TO TAKE IT AGAIN?

Students actively involved in NSF- or NIH-funded research must still take the online certification during their first month at Purdue. This ensures that these students have completed the institution-specific training required for their research. Students not actively involved in NSF- or NIH- funded research who have taken the **Responsible Conduct of Research Training – Faculty, Postdoctoral, and Graduate Course** training at another institution within the past 5 years may submit their certificate of completion to meet the CoE online training requirement. Individual Schools may still require additional training.

DO NON-THESIS STUDENTS NEED TO COMPLETE THE RCR TRAINING?

Yes. All on-campus students are required to complete RCR training. This includes non-thesis master's students. Even if a non-thesis student does not plan to conduct research at Purdue, the RCR training will be valuable. It is likely that a person with a graduate degree in engineering from Purdue will be involved with research at some point in their career – as a collaborator, a supervisor, a data manager, or a colleague. Understanding the ethical issues that researchers face makes these future employees more valuable collaborators and better managers.

DO NON-DEGREE STUDENTS NEED TO COMPLETE THE RCR TRAINING?

Non-degree students should complete the RCR training if they are working toward a certificate. Non-degree students taking an individual class are not required but are strongly encouraged to complete the training.

DO STUDENTS EARNING THEIR DEGREES ONLINE NEED TO COMPLETE THE RCR TRAINING?

RCR training is beneficial for everyone, but the College of Engineering does not require RCR training for students earning their degrees entirely online. Individual programs may still require students to take the CITI-RCR online certification, or students may choose to gain this additional certification.

Additional questions may be directed to: Janet Beagle, Ph.D., Director of Graduate Programs, jbeagle@purdue.edu