**Procedures for Complying with the**

**Responsible Conduct of Research (RCR) Training Policy**

1. Faculty and students will access the Collaborative Institutional Training Initiative (CITI) program online site ([www.citiprogram.org](http://www.citiprogram.org)). They will select the appropriate set of training modules from the following Responsible Conduct of Research groups: Research for Biomedical Investigators; Research in the Humanities; Research in the Physical Sciences; or Research in the Behavioral and Social Sciences. The criterion for passing is set by CITI. A certificate of completion is generated upon successful completion of the course or set of modules.
2. Faculty, project mentors, and students will receive approval to engage in research-based projects (e.g., professional papers, theses, and dissertations) after successful completion of the appropriate module.
	1. Completion of RCR training certification by students and faculty advisors on theses and dissertations must be attached to the Prospectus Cover Sheet when filing the prospectus with the Graduate School.
	2. Completion of RCR training by students and faculty advisors on professional papers must be documented by the department in which the student is enrolled.
	3. Completion of RCR training certification by faculty must be attached to the Graduate Faculty Membership application. Faculty should repeat CITI training at least every 5 years.