UNIVERSITYof **HOUSTON** | RESEARCH

CITI WEBSITE–Instructions for Responsible Conduct of Research (RCR) Online Training

NEW USERS
Visit the CITI homepage: https://www.citiprogram.org/. Choose the New Users "Register Here" link.
Page 1: **Registration**
1. Select UH as your affiliated institution in the "Participating Institutions" dropdown menu. 2. Create a username and password. 3. Provide a security question and answer. 4. Enter your name. 5. Enter your email address. 6-8. Answer questions.
Click "**Submit**".
Page 2: **Member Information**
Enter the requested information.
Click "**Submit**"
Page 3: **Curriculum**
1.-3. Select the curriculum appropriate to your research activities. **4. Choose the Responsible Conduct of Research (RCR) course based on the scope of your research project(s)** 5.-8. Choose all that apply to your research.
Click "**Submit**"
Page 4: **Confirmation of Institution**
Confirm your registration with the University of Houston.
Click **"No"** to continue.
Page 5: **Courses**
This page lists the courses that need to be completed according to your selections in the prior pages. **Among them, you will see the required RCR course you chose.** Click **"Enter"** to begin taking the course module. Complete the modules (including quiz).

REGISTERED MEMBERS
Visit the CITI homepage: https://www.citiprogram.org/
Log in with your username and password.
If University of Houston is already listed as your affiliated institution, continue to the Step 1. If not, select "Affiliate with another institution" and change the affiliation.
Step 1: Select "**Add a course/update learner groups**"
1.-3. Select the curriculum appropriate to your research activities. **4. Choose the Responsible Conduct of Research (RCR) course based on the scope of your research project(s)** 5.-8. Choose all that apply to your research.
Click "**Continue**"
Step 2: **Courses**
When you return to your course listings page, **you should see the required RCR course that you chose.** Click **"Enter"** to begin taking the course modules. Complete the modules (including quiz).

A score of 80% is required to fulfill the Responsible Conduct of Research online requirements. You may print out your certificate for your records. You do not need to send this certificate to the Division of Research as we have access to the transcripts. However, to expedite Division of Research acknowledgment of the completion, please send an email to rcr@central.uh.edu to indicate that the requirement has been completed.

Thank you!