Mandatory Training in Responsible Conduct of Research for NSF Supported Students

As part of the America Competes Act, the NSF introduced a new requirement for educating undergraduate, graduate and post-docs in the Responsible Conduct of Research (RCR). This policy applies to individuals supported by NSF awards made from proposals submitted after January 4, 2010. The National Bureau of Economic Research (NBER) has developed a tailored online training program for undergraduate, graduate students and post-doctoral researchers in the RCR. The program is administered by the Collaborative Institutional Training Initiative (CITI), which is a subscription service that provides research ethics education to the research community. While this training is mandatory only for those supported by NSF awards, we encourage you to implement this training broadly to cover all students and post-docs.

One requirement of the NSF policy is that grantees must be able to identify individuals supported on NSF awards and when they have completed the required training. The NBER has worked out a system whereby all training records from CITI will be transmitted to our database to be cross-referenced against submitted new hire packets.

Students and postdoctoral researchers supported on these awards must complete the training as part of their new hire paperwork. **They will not be paid until they complete the training. Please indicate the date the student completed the training course on the Personnel Action Form.** We encourage PIs to submit hiring paperwork for all RAs before they begin to work on a grant.

Detailed instructions for RAs are attached below.

INSTRUCTIONS FOR TRAINING IN THE RESPONSIBLE CONDUCT OF RESEARCH (RCR)

The National Bureau of Economic Research (NBER) has developed a tailored training program for undergraduate/graduate students and post-doctoral researchers in the Responsible Conduct of Research (RCR).
The program is administered by the Collaborative Institutional Training Initiative (CITI), which is a subscription service that provides research ethics education to members of the research community.

NBER's RCR training program comprises 10 required modules that vary in length and take approximately 20-60 minutes each to review. 8 of the modules are followed by a brief 5-question quiz. Without interruptions, the estimated total time to complete the program is 4-6 hours.

The required modules are:

RCR Course Introduction (no quiz)
Research Misconduct
Data Management
Authorship
Peer Review
Mentoring
Conflicts of Interest
Collaborative Research
Research Involving Human Subjects
RCR Course Conclusion (no quiz)
Optional: Using Animal Subjects in Research

To access the site and take the training program, please follow these instructions:

1. Go to www.citiprogram.org/
2. See **'New Users,'** and click on 'Register Here.' If you have previously registered with CITI, skip to step 4.
3. Select 'National Bureau of Economic Research' from the first drop-down list, create your user name and password according to guidelines, select and answer a security question, and enter your name and email address. Choose 'no' on questions 6 and 7, and choose 'yes' or 'no' on your willingness to complete a course survey. Go to step 5.
4. If you have already registered with CITI, login with your username and password and from the Main Menu, select 'Affiliate with another institution,' and then select 'National Bureau of Economic Research' from the first drop-down list, and click 'Submit'.
5. You will see a page asking for member information. Fill in the three starred fields with your email address, name of supervisor (for 'Department'), and 'Research Assistant' or 'post-doctoral researcher' as your role. The remaining fields are optional.
6. Next, select the NBER RCR, and choose 'yes' or 'no' to affiliate with another institution, if asked. (NOTE: As you are working on an NBER project, the NBER affiliation is the only one needed).
7. Last, the Main Menu page appears. To start the course, see **'Status,'** and click 'Enter.'

Each module follows in succession by viewing the objectives, reading through the text with sub-topic headings, clicking on optional pictures/videos/additional text as desired, and taking the quiz. The page does not time out. Note that almost all of the audio and video clips are '.ram' files, for which you will need Real Player installed on your computer. There is a free download available at http://www.real.com/.

The system tracks your progress, so you do not have to complete the program in one session – just exit and re-enter by logging back in.

You need a minimum cumulative score of 80 out of 100 to pass the program. You may go back to any module and re-take the quiz, but note that the questions change. The system will only keep the most recent score on any quiz.

There are links for technical help on the CITI website; for other questions please contact your NBER supervisor.

When you finish the program:

1. Tell your supervisor or indicate on the personnel form in the hiring paperwork the date that you passed the course. Your supervisor can then sign and submit the hiring paperwork.
2. The last module produces the test results, and you can print out the completion report for your records. You do not need to submit this report to the NBER as the system automatically alerts the NBER that you finished the course.
3. Your course completion is valid for four years, or until you change status (undergraduate to graduate, or graduate to post-doctoral researcher).
4. Make a note of your username and password for future reference. You can log in to update your profile, see a list of CITI training modules, see your completed training for NBER, and/or remove your affiliation with NBER.