

Responsible Conduct of Research (RCR) Training Guide

The National Science Foundation requires USC to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate, graduate and postdoctoral researchers supported by the NSF. USC offers a free two-hour online course to fulfill this requirement via the CITI Program website.

Student and postdoctoral researchers must complete this one-time training before they work on any NSF project.

Here is a step-by-step guide on how to complete the required training:

1. Go to the [CITI login page](#).
2. Register/Create a CITI user account.
 - a. Enter University of Southern California as your Organizational Affiliation (do not select the "Safe Laboratory Practices" option from the drop-down box).
 - b. Enter your name **as provided to USC** and **use your USC email address** as your primary email address.
 - c. Create a Username and Password, and complete your personal information.
 - d. Select "Responsible Conduct of Research" as your training module and Complete Registration.
3. To begin, go to the Main Menu and select the "RCR at USC" course.
4. Complete the "Integrity Assurance Statement" **prior to** initiating the learning modules.
5. Complete the elective RCR modules and associated quizzes, achieving a minimum passing score of 80%. You may repeat any of the quizzes, if needed.
6. Inform and verify your completion of the training with Dornsife Research Compliance Administrator, Mike Godinez (magodine@usc.edu).

This is a one-time training; there is no need to repeat the course if it has already been completed. If a researcher is unsure of whether they have completed it, please contact magodine@usc.edu.

Please inform your student and postdoctoral researchers about this training requirement and urge them to complete it before they work on any NSF project.

Failure to fulfill this requirement may delay the hiring process.

Your cooperation is greatly appreciated. Thank you.

For questions, contact Mike Godinez (213-740-0753 | magodine@usc.edu)