Responsible Conduct of Research (RCR) Completion Form

Please complete the required information below and submit a signed copy to Nicole Hobbs at the Support Center via email at [hobbsn@uw.edu](mailto:hobbsn@uw.edu). For any questions regarding RCR training, please email Nicole or discuss your training with your primary mentor. Registration directions for the CITI course can be found on the backside of this page.

Today's Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Trainee Information |
| First Name: |
| Last Name: |
| Email Address: |
| Phone: |
| Date of RCR Training Completion: |

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| Requirement Details |
| 1. CITI Course Completion # |
| Or: |
| 2. Classroom Course Completed: |
| Academic Department: |
| Course Instructor(s): |
| Format of Course (lecture, small group discussion, etc.): |
| Duration of Course (# weeks): |
| Meeting Frequency: |
| Subject Matter (Topics Covered): |
| If you are a student, did you receive a grade B or higher? |
| If you are a postdoc, did you receive a letter of certification? |
| Date of Completion: |

By signing below, I confirm that the information provided above is accurate.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions for the CITI Online Course

Registration Instructions

1. Go to the website: https://www.citiprogram.org
2. Click on the link for "New Users Register Here."
3. Select an institution – in most cases it should be the University of Washington.
4. Select a username and password. These will be used to re-enter the course or to obtain completion information, so be sure to remember and retain these for later use.
5. Enter your name. Please enter a complete first and last name, using upper and lower case letters.
6. Enter your email address. You may enter only one, but may enter a "preferred" and "secondary" address.
7. Provide "Member Information." Only fields with a red asterisk \* are required.

Department: Global Health

Role in Research: Student Researcher

Office Phone: 206-897-6005

1. Select Curriculum. Select: Research with Human Subjects or Clinical Practice.
2. Select your involvement in the research.
3. Complete the online training modules.
4. Write down the completion number and print your certificate for your records.