

## Responsible Conduct in Research (RCR) training on the Collaborative Institutional Training Initiative (CITI) Program

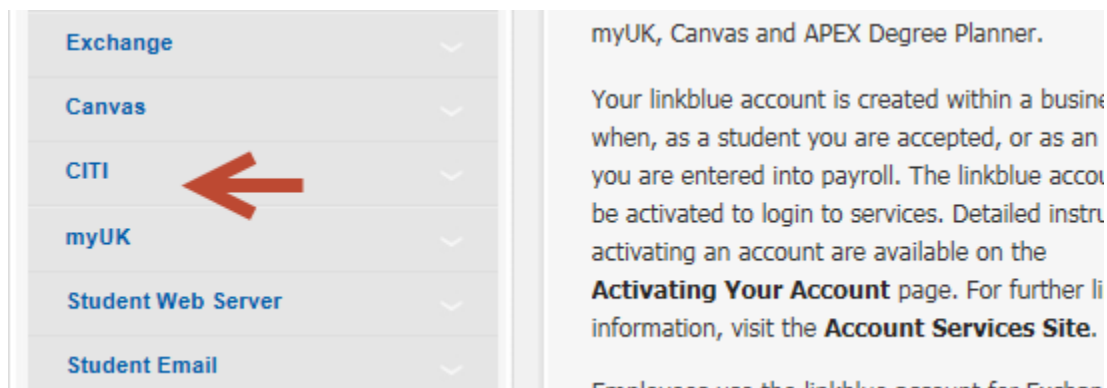
RCR training is a requirement for various funding opportunities. The University of Kentucky (UK) is a contributing member and subscriber to the web-based CITI training program, which provides on-line RCR training. Completion of the CITI RCR training meets the requirements set forth by the National Science Foundation (NSF) and National Institute of Food and Agriculture.

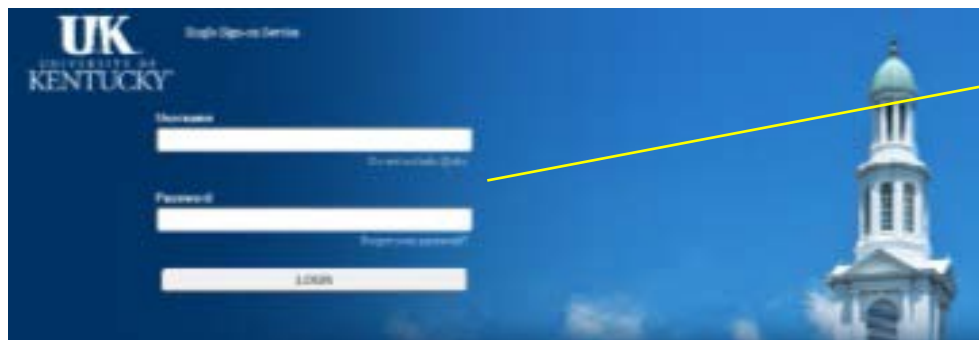
### Instructions to access CITI Training Program to complete

## Responsible Conduct in Research (RCR) training

The University of Kentucky (UK) is transitioning to CITI Single Sign On (SSO) access through the institution, using individuals' [UK Link Blue](#) account. **All UK employees and students are assigned a [Link Blue directory account](#)** (user id). It is used to connect many campus-wide systems, including myUK, Exchange Email, Canvas, etc.

**STEP 1:** On the [UK Link Blue webpage](#), click **CITI** to open the UK CITI portal.





**Log in with your  
UK Link Blue  
User ID, (e.g., *Xsmith99*)  
and Password.**  
Do not use ad\ or mc\

The User ID is typically around 6 letters from the user's name or initials along with a number.

- For help identifying, activating, or resetting your UK Link Blue ID or password go to <http://www.uky.edu/ukat/help/linkblue>.

**If you have a UK account on CITI, the portal will attempt to match your UK Link Blue with your CITI account.**

- If a match is found, you will automatically be logged into CITI and land on the Main Menu page where you may check your CITI ID number or click “My Reports” to confirm that the match was accurate.
- If no match is found you can self-select your CITI account and match it to your UK Link Blue.  
Click “I already have a CITI Program account” and enter your EXISTING CITI username and password in order for CITI to link your existing CITI program account to your UK Link Blue account. If you do not remember your CITI username or password contact the Office of Research Integrity (ORI) for assistance.

Please choose an option:

- ☒ I already have a CITI Program account.
- ☐ I don't have a CITI Program account and I need to create one.

**Click to indicate you  
already have a CITI**

#### Link to an existing CITI Program account

To link your existing CITI Program account to your SSO account, please log in to your CITI Program account.


\* indicates a required field.

\*CITI Program Username

\*CITI Program Password

Log In

**Enter your EXISTING  
CITI username and  
password**

 Contact ORI if you have any issues or need assistance with accessing your account.  
ORI contacts are listed below.

**If you do NOT have a UK account on CITI, you may create one.**

### Associate your SSO account with a CITI Program account


Please choose an option:

- ☐ I already have a CITI Program account.
- ☒ I don't have a CITI Program account and I need to create one.

### Create a new CITI Program account

By clicking the link below, you will create a new CITI Program account.

[Click here to create a new CITI Program account.](#)

 Use your UK email address containing the Link Blue ID in the Institutional Email field of your CITI account profile.

## After logging into CITI, Select Course

Click **Add a Course** or **Update Learner Groups** under the My Learner Tools for University of Kentucky menu. The UK CITI curriculum includes training to meet Institutional Review Board (IRB) requirements and RCR requirements. Select the RCR course option.

\* Please make a selection below to view the available courses:

Choose all that apply

☐ **IRB**

Human Subject Protection (HSP) Training lists courses available to meet the Institutional Review Board (IRB) training mandates at the University of Kentucky (English and Spanish), plus optional courses.

☒ **RCR**

Responsible Conduct of Research (RCR) Training- lists RCR training options for various discipline or areas of research. Covers topics such as research misconduct, conflict of interest, mentoring, collaborative science, responsible authorship, etc. Required for some academic programs, grants, or funding opportunities. *[RCR training does not meet the IRB training mandate]*

Contact the Office of Research Integrity (ORI) 859-257-0582 if you are unsure which course path is necessary for your research activities.

Next

## Choose Applicable RCR Course

Choose the version of RCR training most applicable to your area of research.

\* Responsible Conduct of Research - select the option applicable to your area of research.

*Covers topics such as research misconduct, conflict of interest, mentoring, collaborative science, responsible authorship, etc. Required for some academic programs, grants, or funding opportunities.*

Please print and retain documentation of course completion for your files. RCR training records are also provided to the U.K. Office of Sponsored Projects Administration (OSPA) as documentation

Contact the Office of Sponsored Projects Administration (OSPA) at 859-257-8311 with questions. [RCR training does not meet the IRB training mandate]

Choose one answer

- ☐ Biomedical Responsible Conduct of Research Course
- ☐ Social and Behavioral Responsible Conduct of Research Course
- ☐ Physical Science Responsible Conduct of Research Course
- ☐ Humanities Responsible Conduct of Research Course
- ☐ Administrators Responsible Conduct of Research Course
- ☐ Engineers Responsible Conduct of Research Course
- ☐ No RCR course needed at this time.

Next

A list of Optional Courses will be offered next. You may select “No optional courses needed” and

Next.

\* OPTIONAL COURSES - If you would like to take an optional course, please select from the available options below.

The Office of Research Integrity does not track or retain documentation of the optional courses. Please print and retain documentation of course completion for your files.

Choose all that apply

- ☐ HIPAA
- ☐ Humanitarian Use Devices (HUD)
- ☐ Good Clinical Practice (GCP)
- ☐ Buenas Practicas Clinicas en Espanol
- ☒ No optional courses needed.

Next

Your main menu will indicate your successful enrollment in the course.



Collaborative Institutional Training Initiative  
at the University of Miami

Search Knowledge Base

[Main Menu](#) | [My Profiles](#) | [CE Credit Status](#) | [My Reports](#) | [Support](#) | [Admin](#)

Main Menu

 Your request has been successfully submitted.

▶ DEMO Courses

▶ Lexington, KY-596 Courses

▼ University of Kentucky Courses

Course	Status	Completion Report	Survey
Biomedical Responsible Conduct of Research Course 1.	Incomplete	Not Earned	

My Learner Tools for University of Kentucky

- Add a Course or Update Learner Groups
- View Previously Completed Coursework
- Update Institution Profile
- View Instructions page
- Remove Affiliation

▶ Click here to affiliate with another institution

Click on the course title to begin.

Upon entering your course, the Grade Book will be displayed which will track progress of module completion. Before beginning the course, you will be prompted to complete the required **Integrity Assurance Statement**.

To pass this course you must:

- Complete all 10 elective modules
- Achieve an average score of at least 80% on all quizzes for the above

Your Current Score  
**0%**

You have unfinished required or elective modules remaining

[Complete The Integrity Assurance Statement before beginning the course](#)

You may complete the course at your own pace. You may quit and return to the course later, however you must quit after taking the quiz for the module you are working on, in order to receive credit for completing the module.

To print completion certificates click View Previously Completed Coursework under the My Learner Tools for UK Menu.

### Contacts:

Technical support is available under the Support tab on the CITI home page. Most questions may be answered directly from the searchable **Knowledge Base**. If the Knowledge Base does not answer

your questions, or for other reasons you wish to reach a person, contact the Help Desk technical support staff at 305-243-7970.

For CITI registration questions, contact the Office of Research Integrity (ORI):

**Jen Hill**

ORI Administrative Services Assistant

[jen.hill@uky.edu](mailto:jen.hill@uky.edu)

859-257-2978

**Belinda Smith**

ORI Research Education Specialist

[belinda.smith@uky.edu](mailto:belinda.smith@uky.edu)

859-323-2446

For questions about RCR training records or sponsor requirements, contact:

**Katie Riley**

Assistant Director, OSPA

(859) 257-9420

[Katie.riley@uky.edu](mailto:Katie.riley@uky.edu)