How To Guide for the On-Line Research Training Programs

Welcome! These instructions are designed to assist you with completing the Responsible Conduct of Research training and, if needed, human subjects training requirements for undergraduate research at UofSC. If you have any problems or questions, please contact the Office of Undergraduate Research at our@sc.edu or 803-777-1141.

FIRST STEPS and notes:

1) <mark>Talk with your mentor FIRST to ask</mark> if you need to take any of the following *project-dependent* modules. Most students will only take the Responsible Conduct of Research training, **which is required of everyone**! The modules listed below are only needed IF your project methods, tasks, etc. involve any of the following such as human subjects or private information. Ask your mentor about this <u>before</u> you start registering in CITI. The project dependent modules are:

   - Human Subjects – ONLY if your project involves human subjects. If it does, there are two module options depending on the discipline or topic of your project. Is the project more closely aligned with Social & Behavioral Research or is it more Biomedical? If you are not sure, ask your mentor which one to take.
   - Good Clinical Practice,
   - Information Privacy Security,
   - Federal Educational Rights and Privacy Act (FERPA) Course, and
   - Export control.

2) The modules do not have to be completed in all one session. You can save, exit, and return as many times as you need to.

3) <mark>You must submit the Completion Record or Report following the instructions below for your specific grant program to meet your requirement.</mark>

4) <mark>If you have multiple awards:</mark> you only need to take the training(s) ONCE, but you must submit or upload the certificate for each award.

Choose one of the following sections:

Contents

How to complete training if you are a new user of CITI Training:

REMINDER before you begin, review FIRST STEPS at top of this document.

Go to: https://www.citiprogram.org/ Click on "Register" at top right of page
- Step 1, type in South Carolina and select University of South Carolina (*even if you are from Midlands Tech*)
- Steps 2-6 Follow the prompts
- Step 7, answer the questions following your mentor's directions above under FIRST STEPS and in keeping with your grant requirements. Remember that ALL students must complete one of the modules under #2-Responsible Conduct of Research (RCR). Please NOTE some of the questions may look different but should be approximately the following:
  - • Question 1: For most students, this is NO. The only time this will be yes, is if your project involves Human Subjects. If yes, decide (or ask your mentor) if your project is more aligned with Biomedical research OR Social & Behavioral research.
  - • Question 2: Responsible Conduct of Research: **Required for everyone**.
    *You must select one of the **first five** options*. Select the one <u>closest</u> to the topic/discipline of your project. The courses are very similar so there is not a "wrong" answer. To help:
      - • If you are in business, education, psychology, political science, or similar, choose "Social and Behavioral."
      - • If you are in art, music, english, history, languages, or similar, select "Humanities"
  - • Questions 3-8: These are project dependent based on your mentor's requirements under FIRST STEPS at top of this document. Most projects will be "No" for these.

This will generate your required courses. To complete the modules, click on the appropriate Course button. Complete all required modules generated **plus,** in the Responsible Conduct of Research modules, complete the supplement Research, Ethics, and Society, if this is one of the options (any other supplements are optional).

NOTE: the modules do not have to be completed all at once. You can save, exit, and return as many times as you need to.

FINAL STEP REMINDER: Once you have completed a course, you must submit a PDF of either the Completion Report OR Completion Certificate (either one), as directed for your award. See below for directions.

How to complete training if you are already registered in CITI

REMINDER before you begin the following, review FIRST STEPS at top of this document.

1) Log in to: https://www.citiprogram.org/

To make this more complicated 😊 there are two different versions of the homepage. Under the banner, if your page looks like Picture A start with #2 below; if it looks like Picture B, skip #2 and start with #3.

Picture A: Begin with #2 below

Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to **add an affiliation**. If you are no longer associated with a listed institution, you may want to **remove an affiliation**.

University of South Carolina   **View Courses**

Picture B: Begin with #3 below

Show Courses for: University of South Carolina ▼   **Institution List**

University of South Carolina

2) On the Main page, under "Institutional Courses," next to "University of South Carolina," click on "View Courses." [this will take you to a new page that should look like Picture B above – continue to #3]
3) Scroll to bottom of this page, under "Learner Tools" select "Add a Course."
4) This will take you to the "Select Curriculum" page. On this page, select your new courses as follows:
   • Question 1: Do you need to take Human Subjects training? For most students, this is no. If yes, is your project more aligned with Biomedical research OR Social & Behavioral research?
   • Question 2: Responsible Conduct of Research: **Required for everyone**.
     *You must select one of the **first five** options*. Select the one closest to the topic/discipline of your project. The courses are very similar so there is not a "wrong" answer. To help:
        • If you are in business, education, psychology, political science, or similar, choose "Social and Behavioral".
        • If you are in Art, Music, English, History, Languages, or similar, select "Humanities"
   • Questions 3-8: These are project dependent based on your mentor's requirements under FIRST STEPS at top of this document. Most projects will be "No" for these questions.

This will generate your required courses. To complete the modules, click on the appropriate Course button. Complete all required modules generated plus, in the Responsible Conduct of Research modules, complete the supplement Research, Ethics, and Society, if this is one of the options (any other supplements are optional).

NOTE: the modules do not have to be completed all at once. You can save, exit, and return as many times as you need to.

FINAL STEP REMINDER: Once you have completed a course, you must submit a PDF of either the Completion Report OR Completion Certificate (either one), as directed for your award. See below for directions.

How to get and submit your Completion Report
There are two ways to do this. If applicable, you will need to do this for BOTH Human Subject training AND Responsible Conduct of Research. Log in to: https://www.citiprogram.org/

   At top of page next to the CITI banner, click on "Records"
   • scroll down to the appropriate course
   • to the far right, last column, click on "View – Print – Share" under "Completion Record"
   • under "Completion Certificate" click on "View/Print"
   • download/save this as a PDF and follow the submission requirements below

   Submit the Report/Certificate as follows based on your program:
   • For all Magellan program awards EXCEPT Journey and By Design: upload into Blackboard as directed below
   • For Magellan Journey and By Design awardees: email your certificate to our@sc.edu
   • For SC-AMP Scholars: email your certificate to our@sc.edu
   • For McNAIR Junior Fellows: upload into Blackboard as directed below

I have multiple awards, what do I do?
If you have multiple awards: you only need to take the training(s) ONCE, but you must submit or upload the certificate separately **for each award** as follows:
   • For all Magellan program awards EXCEPT Journey and By Design: upload into Blackboard as directed below
   • For Magellan Journey and By Design awardees: email your certificate to our@sc.edu

- For SC-AMP Scholars: email your certificate to our@sc.edu
- For McNAIR Junior Fellows: upload into Blackboard as directed below

To submit a Report through Blackboard

If applicable, you will need to do this for BOTH Human Subject training AND Responsible Conduct of Research
- Log in to: https://blackboard.sc.edu/
- Under My Organizations, click on "Magellan Programs" OR "MCNAIR Junior Fellows Program"
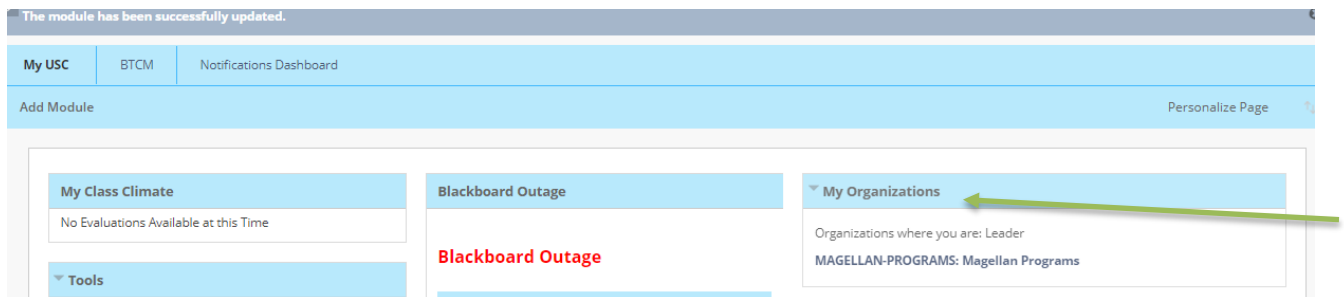
- On the "Course Menu" on the left side of the screen,
  - For MCNAIR Junior Fellows, click on "Content"
  - For Magellan Awardees, click the award you received (ie: Magellan Scholar, Magellan Mini-Grant, Magellan Apprentice) NOTE: You will repeat this process for each Magellan award you have received.
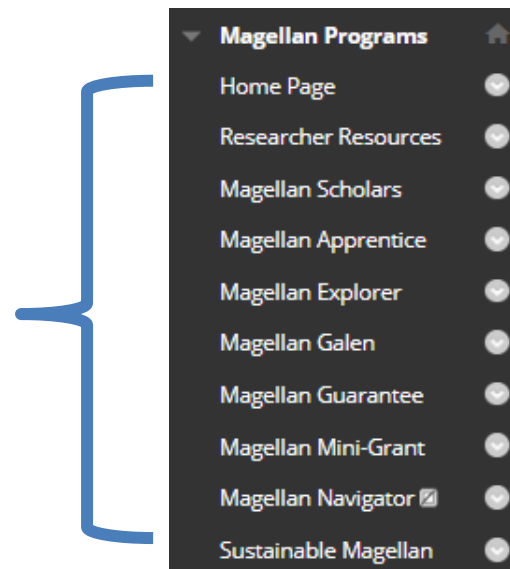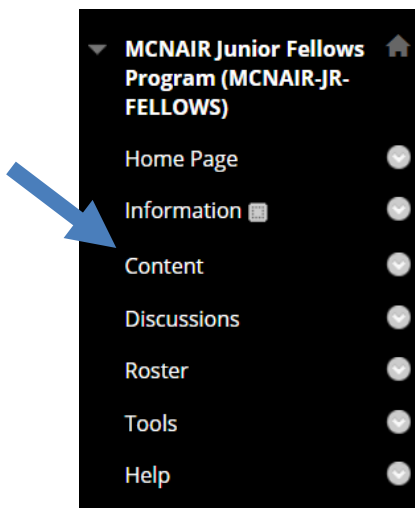
- To upload the Responsible Conduct of Research training completion report, click on the "Responsible Conduct of Research Training" link for your program. To upload the Human Subjects training completion report, click on the "Human Subject or Animal Use Training" link.

Responsible Conduct of Research Training

This is NOT the same as the same as Human Subjects training.

Upload your CITI Responsible Conduct of Research Completion Report using this link.

DEADLINE:

January grant start date: February 28th

May/August grant start dates: September 30th

Human Subject or Animal Use Training

Upload your Human Subject CITI training certificate or animal use training certification using this link. DEADLINE: must be submitted prior to starting your project

For research projects involving vertebrate animals:

NOTE: Projects involving animals must maintain compliance with regulations at all times or funding will be revoked. You must submit your animal use training certification using the link above prior to starting your project.

- For information and forms, go to http://sam.research.sc.edu/animalcare/index.html.

For research projects involving human participants:

NOTE: Projects involving human subjects must maintain compliance with regulations at all times or funding will be revoked. You must submit your Human Subject CITI training certificate of completion using the link above prior to starting your project.

- For information on how to complete this training, visit http://www.sc.edu/our/doc/CITItraininghowto.pdf.
- This is different from the Responsible Conduct of Research training.

- On the Upload Assignment page, under "Attach File", select "Browse My Computer" and choose the corresponding Completion Report file.

Assignment Submission

Text Submission   [Write Submission]

Attach File   [Browse My Computer] [Browse Content Collection]

Add Comments

Comments

Character count: 0

Submit

When finished, make sure to click **Submit**.
Optionally, click **Save as Draft** to save changes and continue working later, or click **Cancel** to quit without saving changes.
You are previewing the assignment - your submission will not be saved.

[Cancel] [Save Draft]
[Submit]

- Click "Submit". This step must be completed in order for the Office of Undergraduate Research to receive your Completion Report.
- A success message appears, confirming your submission.

This assignment is complete. Review the Submission History. ⊠

NOTE: You will repeat these steps for each report you that applies to you (Responsible Conduct of Research training, Human Subjects training).