

Responsible Conduct of Research Checklist Minnesota State University, Mankato



Will this affect you?

This plan pertains to all researchers affiliated with MSU, Mankato.

- Undergraduate Students
- Graduate Students
- Post-doctoral Researchers
- Principal Investigators

Procedures/Training offered:

Online CITI training is available to all MSU, Mankato students, faculty and staff in the following areas:

- Responsible Conduct in Research
- Responsible Conduct in Use of Human Subjects in Research
- Good Clinical Practices
- Laboratory Animal Welfare

Required Modules:

- | | |
|--|---|
| <input type="checkbox"/> Research Misconduct | <input type="checkbox"/> Mentor-Student Relationships |
| <input type="checkbox"/> Data Acquisition and Management | <input type="checkbox"/> Collaborative Research |
| <input type="checkbox"/> Responsible Authorship | <input type="checkbox"/> Lab Animal Care and Use (If applicable) |
| <input type="checkbox"/> Peer Review | <input type="checkbox"/> Human Subjects Protections (If applicable) |
| <input type="checkbox"/> Conflicts of Interest | |

Process:

1. Log into www.citiprogram.org and register as a new user
2. Enter Minnesota State University, Mankato as your school affiliation
3. Click on the “new users” section and answer the questions
4. Follow the RCR online training module specific to your area of research
 - Note: NIH requires an additional face-to-face seminar (5 hours) in addition to online CITI training.
5. NIH training workshops can be found by going to the homepage <http://www.mnsu.edu/>
→ Current Students → E-Services → Courses and Registration → Find a Course → Type the workshop title in the search field → Register

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Did you?

- Complete the CITI training modules with a total score of 80% or more prior to submitting an application? Quizzes may be taken more than once to achieve a passing score.
- Principal Investigator: inform everyone on his/her research team of the RCR training requirements?
- PI: let RASP know that everyone on his/her research team (themselves included) completed the CITI training?
 - This also applies to the additional NIH requirement of a face-to-face workshop
- PI: verify the RCR training requirements have been met for all students working on externally funded research projects?

Contact

The Office of Research and Sponsored Programs is responsible for answering questions, comments and taking suggestions from the university research community regarding CITI training and face to face workshops. Please contact [RASP](#) for questions regarding the program.

Consequences for Noncompliance

Failing to complete RCR training may result in funding not being granted or revoked and potentially being dropped from a research team.