

QUICK REFERENCE GUIDE TO COMPLETING THE RESPONSIBLE CONDUCT OF RESEARCH TRAINING

A. INSTRUCTIONS FOR STUDENTS

To utilize the CMIDTR training modules, follow these steps:

1. The Associate Director of College Grants & Sponsored Programs will register and add users to the course modules.
2. Once you receive your Illinois NetID, log-in by following this link:
https://compass2g.illinois.edu/webapps/blackboard/execute/launcher?type=Course&id= 40469_1&url=
3. Once you are logged into your account, **Complete Module 1. Rights and Obligations, sections 1.0 through 1.5**
 - a. Complete Modules 2 and 3 as required by your faculty advisor.
4. Inform your faculty advisor that you have complete the RCR training.
 - a. Email ethicsctr@illinois.edu for your certificate of completion.

B. INSTRUCTIONS FOR FACULTY – REPORTING COMPLETION OF RCR TRAINING

The Grants Office will email an RCR Training reminder to all PIs and co-PIs in early June, early September, and early January each year. The email will include a link to the RCR Training Activity Sheet (also available on the Grants Office website, under Policies & Forms). Upon completion of the training in a timely fashion, the faculty PI will:

1. Complete the [RCR Training Report Form](#)
 - For all NSF grants, list “other” research personnel including undergraduate students, graduate students, and/or post-docs compensated through the grant (i.e., budget category B. Other Personnel, lines B.1., B.3., and B.4.).
 - For NIH grants, list all trainees, fellows, participants, and scholars receiving support through any NIH-funded program that requires instruction in responsible conduct of research (as stated in the relevant funding opportunity announcement).
2. Print, sign, and date the RCR Training Report Form
3. You may attach Certificates of Completion from on-line training programs/modules, if applicable.
4. Return the RCR Training Activity Sheet and any applicable attachments via campus mail to Mercedes Susi, Grants Office – Silliman Hall 306 or scan and email the form and attachments to susim@union.edu.

¹ Module 1 satisfies Union’s policy for training in RCR, however faculty are encouraged to also have their students, when appropriate, complete Module 2: Collaboration, Communication and Grants Management and/or Module 3: Intellectual Property