

To: All NSF funded Post Docs
From: Liz Bankert, Provost Office

As of January 1, 2010, the National Science Foundation requires all Post Docs paid on an NSF grant take part in **Responsible Conduct in Research** education.

Post docs have 3 options to complete the requirements:

1. If you have completed the Graduate Studies sessions referred to as Professional Ethics Program, you have completed the NSF requirement. Please email your name with the date of completion to Liz Bankert and it will be added to the RCR database.

2. RCR session

You are welcome to email Liz to register for a two hour RCR session. Additional times/dates will be posted on the OSP website or email Liz to obtain:

Tuesday, January 26th from 3-5: DCAL (in Baker Library)

Tuesday, February 16th from 3-5: 758 Borwell at DHMC

Tuesday, February 23rd from 3-5: DCAL (in Baker Library)

<http://www.dartmouth.edu/~osp/resources/RCR/index.html>

3. ON -LINE CITI: You may complete the Responsible Conduct in Research module in the CITI (Consortium for Institutional Training Initiative) per the directions below. This module will take 3-4 hours to complete.

On the CITI "Course Registration" page:

Select your institution or organization

Select Dartmouth College from the dropdown box

Select a Username and Password

Write down your username and password for future reference

Enter your name

Enter your email address

Select "Submit" when completed

On the next CITI "Course Registration" page

Complete the personal information fields. Only fields with the red asterisks (*) are required

Select "Submit" when complete

On the CITI "Select the Curriculum" page

Select the curriculum you wish to complete

Skip Questions 1 & 2.

Question 3 allows you to choose a comprehensive RCR Course specific to your discipline. Please be sure to enroll in the correct course for your purpose.

Select "Continue" when complete

Once you have completed the preceding steps you are logged in and registered for the course. At this point you may begin the appropriate course or log out and return at another time. If you chose to log out, when you return to the CITI homepage you will not need to register again. You will login with the username and password you have already created. Upon completion of the course, you will receive a certificate of completion.

Contact Liz Bankert with any questions.