

## Guidance Document – Responsible Conduct of Research (RCR) Training

### 1. What is the required Responsible Conduct of Research (RCR) training that I need to complete if I am Graduate Student or a Post Doc Research Fellow?

RCR consists of a basic course which reemphasizes and expands on key concepts including authorship, collaborative research, conflict of interest, data management, research misconduct, among other related concepts. It is suitable for any person involved in research ranging from upper-level undergraduates to established faculty. This course is mandatory for Graduate students, Research Assistants and Post –Doc Research Fellows.

### 2. How do I register for the CITI Training?

In order to register for the training, please go to the [CITI Home page](#). The following [link](#) will assist you in registering with CITI. You can also follow these steps:

- Click on “Register” in order to register as a new User
- Select “Lebanese American University (LAU)” as Your Organization Affiliation
- Follow the steps to create you user name and password
- You have the option to request Continuing Educational (CE) credits for a fee, you can opt out and amend that at a later date
- You will then complete Organization specific details about your school affiliation and role in research
- Please keep record of your Username and Password
- Last step (Step 7), you will be asked to select the course or courses you wish to take. Please refer to Question 3 below.

### 3. Which CITI Courses will I be required to complete under Responsible Conduct of Research?

Once you register, please go to Question 4 - Responsible Conduct of Research and select the relevant course as it relates to your discipline.

- Biomedical Responsible Conduct of Research
- Responsible Conduct of Research for Engineers
- Humanities Responsible Conduct of Research
- Physical Science Responsible Conduct of Research
- Social and Behavioral Responsible Conduct of Research

### 4. Does my CITI certificate expires?

The CITI certification has no expiry date

### 5. Whom should I contact if I have any questions?

You can contact the LAU IRB Office at ext. 2546 or by email at [irb@lau.edu.lb](mailto:irb@lau.edu.lb)