**Responsible Conduct of Research (RCR)  
Record and Annual Report**

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| Student Name: |  | Reporting Academic Year: |  |  |  |
| Advisor: |  | Year in Program: | Student Signature date |  | Advisor Signature date |

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| **Year 1** | | |  | **Year 2** | | | |
| **Online Components** | | **Training Date** |  | **Online Components** Complete 2 of the following CITI modules: | | | |
| Human Research Protection/ IRB Certification | |  |  | * Collaborative Research * Conflicts of Interest * Data Management | * Peer Review * Mentoring * Financial Responsibility | |  |
| CITI module: Intro to Responsible Conduct of Research | |  |  |
| CITI module: Research Misconduct | |  |  |  |  | | **Training Date** |
| CITI module: Plagiarism | |  |  | CITI module: *from list* | | |  |
| CITI module: Authorship | |  |  | CITI module: *from list* | | |  |
|  | |  |  |  | | |  |
| **Discussion-Based Training** | **Hours** | **Training Date** |  | **Discussion-Based Training** | | **Hours** | **Training Date** |
| Grad School RCR Workshop: | 1.5 |  |  | Grad School RCR Workshop: | | 1.5 |  |
|  |  |  |  |  | |  |  |
|  |  |  |  |  | |  |  |
| Total Hours (3 hrs required): |  |  |  | Total Hours (Years 1 & 2; 6 hrs required): | |  |  |

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| |  |  |  | | --- | --- | --- | | **Year 3** | | | |  | **Hours** | **Training Date** | |  |  |  | |  |  |  | |  |  |  | | Total Hours (3 hrs required): |  |  | |  | |  |  |  | | --- | --- | --- | | **Year 4** | | | |  | **Hours** | **Training Date** | |  |  |  | |  |  |  | |  |  |  | | Total Hours (3 hrs required): |  |  | |
|  |  |  | |
| |  |  |  | | --- | --- | --- | | **Year \_** | | | |  | **Hours** | **Training Date** | |  |  |  | |  |  |  | |  |  |  | | Total Hours (3 hrs required): |  |  | |  | |  |  |  | | --- | --- | --- | | **Year \_** | | | |  | **Hours** | **Training Date** | |  |  |  | |  |  |  | |  |  |  | | Total Hours (3 hrs required): |  |  | | |
|  |  |  | |

**INSTRUCTIONS: Responsible Conduct of Research–Record and Annual Report**

Use this form to record your RCR education and training activities throughout your graduate program. You will submit a current copy of the form with your annual review materials each spring. In the spring of your first year, you will have entered dates and hours for training you have completed in Year 1. Enter the *Reporting Academic Year*, e.g., *2019-2020,* and *1* for *Year in Program*. Save the document as a PDF and submit the PDF with your annual review materials. You and your advisor will sign the report when you meet to discuss your annual review.

During Year 2, add your training activities to your RCR record as you complete them. When it’s time to submit your annual review materials, update the *Reporting Academic Year*, e.g., *2020-2021,* and your *Year in Program (2)*. Save this second-year document as a PDF and submit the PDF with your annual review materials.

Continue this process, so that what you submit for annual review each year will be a cumulative record of your RCR activities.

Annual refresher training may be fulfilled with:

* Additional CITI modules–each counts for .75 hours (45 mins)
* Grad School RCR workshops–each counts for 1.5 hours
* Discussion-based training in courses or research groups

**FAQs**

1. What if I complete required Year 2 activities while I’m in Year 1?  
   *All of the Year 1 and Year 2 requirements must be completed no later than the spring of Year 2. It’s fine to complete Year 2 requirements earlier. If you do, enter the hours and completion dates in the Year 2 list.*
2. What if I’m a second- or third-year student when we start using this form?  
   *Students who began the program in 2017 or 2018 should use this new reporting form beginning with their 2019-2020 annual review. Transfer the RCR activities you reported in 2018 and 2019 to this new form so that you’ll be submitting a cumulative record of your RCR activities.*