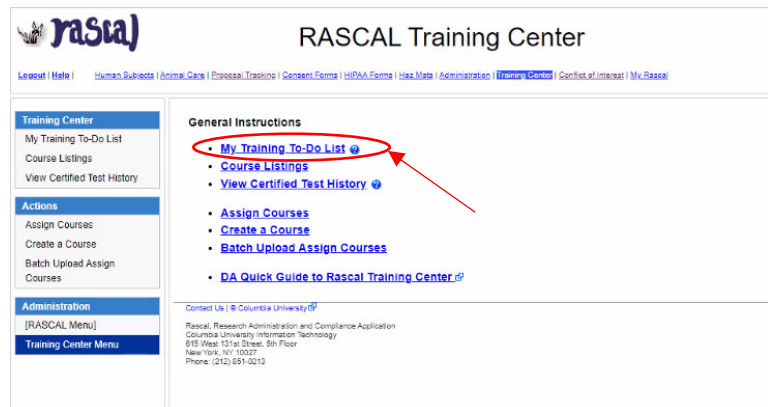


The following are step-by-step instructions on accessing RECR for Faculty and Other Senior Personnel training. This mandatory RECR training course must be accessed through Rascal. Rascal will automatically connect to the Collaborative Institutional Training Initiative (CITI), which will require the investigator to take some additional steps described below.

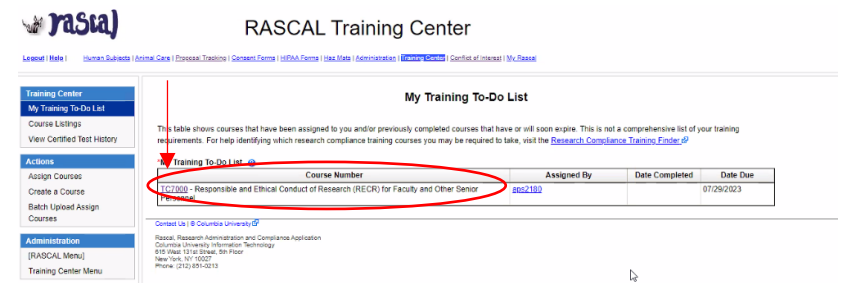
1. navigate your browser to the **Rascal website** (<https://www.rascal.columbia.edu/>).
2. Select **Training Center**
3. Enter your **UNI credentials**
4. **Authenticate** with DUO
5. Select **My Training To-Do-List**

Note: Any investigator who receives some salary support from NSF will be assigned TC7000: Responsible and Ethical Conduct of Research (RECR) for Faculty and Other Senior Personnel training. The training will appear in the My Training To-Do-List.



6. Select **TC7000** from Course Number column.

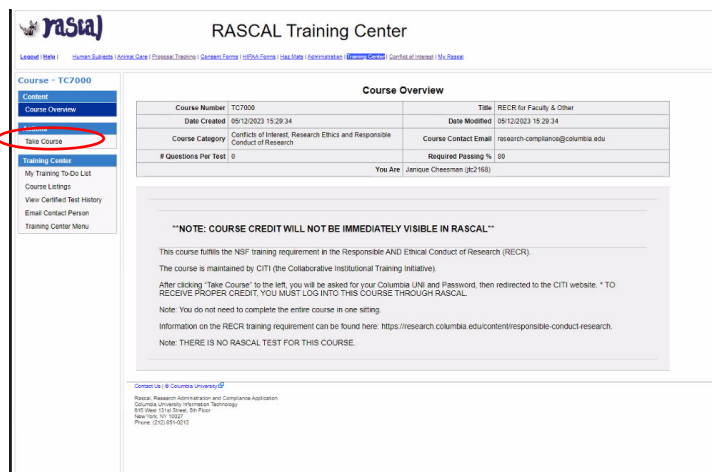
Note: If this course is not listed in the My Training To-Do List, follow the instructions in 6a and 6b.



- 6a. Navigate back to the **Training Center** from the Rascal menu, the select **Course Listings**.

- 6b. Enter “TC7000” in the **Search for a course** space provided, then click **Go**.

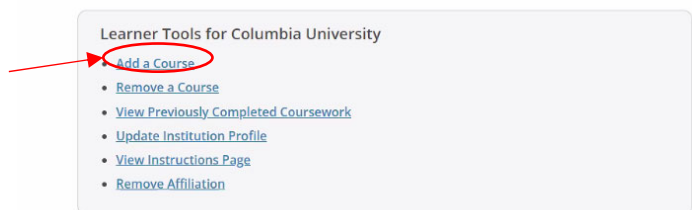
7. Select **Take Course** from the menu bar.



8. Click **OK** on the pop-up notification box.

9. Verify your profile information in CITI then click **Update**.

10. Scroll to the bottom of your screen to the **Learner Tools for Columbia University** section of the page and select **Add a Course**.



11. Select **TC7000**, then click **Next**.

12. Locate **RECR for Faculty and Other Senior Personnel**, then click **Start Now**.

13. Review the Terms of Service, and the Privacy and Cookie Policy, then select the box indicating that you agree, then click **Submit**.

14. You are now ready to start the RECR for Faculty and Other Senior Personnel training.