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.

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6b. Enter "TC7000" in the Search for a course space provided, then click Go.

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7. Select Take Course from the menu bar.	Course - TC7000	Course Overview				
	Course Overview	Course Number	TC7000	Title	RECR for Faculty & Other	
		Date Created	05/12/2023 15:29:34	Date Modified	05/12/2023 15:29:34	
_	Take Course	Course Category	Conflicts of Interest, Research Ethics and Responsible Conduct of Research	Course Contact Email	research-compliance@columbia.edu	
	Training Center	I Questions Per Test	0	Required Passing %	80	
	My Training To-Do List		You Are	Janique Cheesman (dc2168)		
	Course Listings					
	View Certified Test History					
	Email Contact Person					
	Training Center Menu	Ag Center Menu ***NOTE: COURSE CREDIT WILL NOT BE IMMEDIATELY VISIBLE IN RASCAL**				
		This course fulfilis the NSF training requirement in the Responsible AND Ethical Conduct of Research (RECR). The course is maintained by CITI (the Collaborative Institutional Training Initiative). After clicking "take Course" to the eff, you will be asked for your Columbia UNI and Password, then redirected to the CITI website. * TO RECEVE REPORT CREATER YOU MIST CON INTO THIS COURSE THEODUCE REACOULD REACUL.				
		Note: You do not need to complete the entire course in one sitting.				
		Information on the RECR training requirement can be found here: https://research.columbia.edu/content/responsible-conduct-			ntent/responsible-conduct-research.	
		Note: THERE IS NO RASCAL TEST FOR THIS COURSE.				
		Contact Us & Columbia University				
		Rascal, Research Administration and C Columba University Internation Techno 615 West 131st Steed, 5h Roor New York, NY 50327 Phone. (212):651-0213	omplanos Application Jogy			1



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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.