TO: Deans and Department Chairs
FROM: George McLendon
DATE: February 26, 2014
SUBJECT: Online Training Resource on Effort Certification

In the spirit of best practices and to support our compliance with federal regulations, we have launched an effort certification-training module on CITI (Collaborative Institutional Training Initiative, hosted by the University of Miami). The CITI program tracks and provides a report of those who have completed the training.

The training is required for all administrative staff who support PIs in the certification process and for all first time PIs. For all other faculty, the training is strongly encouraged. It will take about an hour to go through it and the program allows completion in sections, not all at once.

The content of the training module has been vetted with the Research Administration Advisory Group and with the Faculty Research Committee.

Please inform the relevant faculty and staff in your school about this resource and requirement. Directions for logging into the site are listed below. It is also a helpful resource for the next round of effort reporting, which started the week of February 17th and ends March 31, 2014.

If you have any questions, please contact Kathy Collins (kcollins@rice.edu, x5147).

Instructions for login:

1. Go to the CITI login page.
2. Register as a "new user" if necessary or login if already a CITI user.
3. In the "Participating Institutions" drop down box, select Rice University as your institution (you do not need to respond to the other drop down boxes for other categories of institutions).
4. Create a username and password.
5. Create a Security Question and Answer.
6. Enter your name (as you provided it to Rice University).
7. Enter your preferred e-mail address. Enter your Rice e-mail address in this field.
8. Enter a secondary e-mail address.
9. On the CME/CEU Credits question, answer "no".
10. Complete the "Member Information" page including your department and your role in research, i.e., undergraduate, graduate, postdoc, etc.
11. You will then select a curriculum. You will be given a choice of questions. For Effort Certification training, select Yes to Question 5.
12. In your course list, select “Rice University Effort Certification Training.”
13. Complete the required 8 modules and associated quizzes, achieving an average score of 80%. A running tally is compiled in a grade book. If you want to improve a score on a quiz or have not achieved the minimum-required score of 80%, you may repeat it.
14. When you complete all of the required modules successfully, you may print your completion report through the "Print" link on the learners menu. A copy of the report will be automatically sent to Rice’s Office of Sponsored Research (OSR), which will maintain a record of your completion.