Graduate Student Responsible Conduct of Research (RCR)

Required Training for All Mechanical Engineering Graduate Students

WHAT IS THE REQUIRED RCR TRAINING?

Purdue's Mechanical Engineering requires all graduate students to complete the CITI online course (#1), and all on-campus students to also complete the in-person seminar/workshop (#2) of the following RCR trainings by the end of their first semester. Students on NSF- or NIH-funded research projects may have additional requirements or earlier deadlines and should check with their research advisor.

1) **Complete the CITI online course on Responsible Conduct of Research Training – Faculty, Postdoctoral, and Graduate Course (CITI-RCR).** The CITI-RCR online course includes 9 required modules. Each module takes approximately 30-60 minutes to complete and ends with a short multiple choice quiz. Students can enter, leave, and re-enter the course and each module as many times as they would like prior to taking the quiz. Students must achieve an average score of at least 80% on all quizzes in the required modules. When students have completed all the quizzes, they can print out a certificate of completion. The certificate of completion needs to be submitted to megradoffice@purdue.edu AND RCRTraining@purdue.edu. This is mandatory for all ME graduate students.

2) **Attend a follow-up seminar or workshop.** The seminar or workshop may be one given by the School or one offered by the Graduate School. The seminar should be at least 60-90 minutes in length and give the opportunity for students to ask questions and discuss RCR-related issues with the speaker.   This is mandatory for all on-campus ME graduate students, and must be completed within the first semester.

HOW DO STUDENTS COMPLETE THE CITI ONLINE TRAINING REQUIREMENT?

Once you have your **BoilerKey/Career Account login and password**, you can use the following steps as a guide to complete the online training:

▸ Visit www.citiprogram.org and select "Log In" and then "Log In Through My Institution."
▸ Click on Purdue University. Log in with your BoilerKey and complete the registration process.
▸ Once logged in, click to add courses and select the **Responsible Conduct of Research Training – Faculty, Postdoctoral, and Graduate Course**.
▸ Complete all 9 modules (8 CITI and 1 Purdue). This will meet the ME online training requirement.
▸ Your research project may require additional courses. If unsure, check with your research advisor.

At the completion of the CITI course, a certificate of completion will be displayed. You will need to print and submit or email a copy of this completion certificate to megradoffice@purdue.edu AND RCRTraining@purdue.edu. This certificate is your only proof of completing the course, so do not miss this step!

HOW DO STUDENTS COMPLETE THE SEMINAR/WORKSHOP REQUIREMENT?

On-campus students will have the opportunity to attend an RCR workshop/seminar during orientation, or they can attend an RCR workshop hosted by the Graduate School. Students will need to provide proof of completion of the in-person seminar/workshop to the ME Grad Office.

HOW IS RCR TRAINING TRACKED?

Students must submit their CITI-RCR certificate of completion before orientation, and proof of seminar/workshop attendance to the megradoffice@purdue.edu by the end of their first semester.

DOES THE CITI-RCR TRAINING EVER EXPIRE?

The CITI certification will expire after 5 years. The College of Engineering does not require students to maintain an active certification. To meet the College of Engineering requirement, graduate students must only complete the training once. However, students working on research projects that require active certification (such as projects funded by NSF, NIH, etc.) will need to complete their certification every 5 years. Students whose certification expires while they are still at Purdue may also wish to recertify prior to their job search. To recertify, students complete the online program again.

DO STUDENTS WHO HAVE TAKEN THE CITI ONLINE TRAINING AT A PREVIOUS INSTITUTION NEED TO TAKE IT AGAIN?

Students actively involved in NSF- or NIH-funded research must still take the online certification during their first month at Purdue. This ensures that these students have completed the institution-specific training required for their research. Students not actively involved in NSF- or NIH- funded research who have taken the **Responsible Conduct of Research Training – Faculty, Postdoctoral, and Graduate Course** training at another institution within the past 5 years may submit their certificate of completion to meet the CoE online training requirement.

DO NON-THESIS STUDENTS NEED TO COMPLETE THE RCR TRAINING?

Yes. All Mechanical Engineering graduate students are required to complete RCR training. This includes non-thesis master's students. Even if a non-thesis student does not plan to conduct research at Purdue, the RCR training will be valuable. It is likely that a person with a graduate degree in engineering from Purdue will be involved with research at some point in their career – as a collaborator, a supervisor, a data manager, or a colleague. Understanding the ethical issues that researchers face makes these future employees more valuable collaborators and better managers.

DO NON-DEGREE STUDENTS NEED TO COMPLETE THE RCR TRAINING?

Non-degree students should complete the RCR training if they are working toward a certificate. Non-degree students taking an individual class are not required but are strongly encouraged to complete the training.

DO STUDENTS EARNING THEIR DEGREES ONLINE NEED TO COMPLETE THE RCR TRAINING?

Yes. RCR training is beneficial for everyone, and Purdue University requires RCR training for students earning their degrees entirely online.

For more information on CITI or Researcher Training, visit https://www.purdue.edu/research/regulatory-affairs.
Questions on Mechanical Engineering requirements may be directed to Sheri Tague, Graduate Program Manager,
mailto:sltague@purdue.edu.