



Instructions for Haverford College researchers to receive “Responsible Conduct of Research” training from Ethics CORE

- Go to the homepage of Ethics CORE (<http://nationalethicscenter.org>) and make an account using the Register button.
- Log into Ethics CORE and go to RCR User Account Registration, located here:

https://nationalethicscenter.org/index.php?option=com_rcrtutorial&view=newuser

(or, from the Ethics CORE homepage, find the menu “RCR Modules from CMDITR” and select “RCR User Account Registration”).

- Within the RCR User Account Registration, in the “What Group Are You Affiliated With” pulldown menu, scroll down to the Haverford groups, select the relevant one, and then click Register. *Check if your PI wants you to join the generic group “Haverford College Sciences” or join a different group that they manage in order to track their students’ training.*
- You should now see the tutorial (you can also access the tutorial from the “RCR Modules from CMDITR” menu).
- Work through the tutorial, including taking the embedded quizzes.
- Find out from your PI how to provide verification that you have completed the tutorial (e.g., they may want you to send them a screenshot).

Instructions for PIs for managing “Responsible Conduct of Research” training using EthicsCORE

- If you are a PI with federal funding, you are responsible for ensuring that all researchers on the funded project receive RCR training. The Ethics CORE course is one way for researchers to receive this training.
- You have two options for how to use the Ethics CORE site:
 - Set up a group for which you are the manager. If you do this, then the Ethics CORE site will record the completion of training for all your researchers over multiple years. *To use this option, log into the Ethics CORE site (see first two bullet points at top of this page), then use the “RCR Group Registration” item in the “RCR Modules from CMDITR” menu.*
 - Have your researchers join the generic “Haverford College Sciences” group and then send you a screenshot of their completed training (the site will show the outline of the course with a checkmark next to each section). Maintain these screenshots as your verification of training.