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| **Name:**  **Classification (undergraduate, graduate, post-doc, faculty, etc):**  **Paid from grant number(s):**  **Grant status(s) - (active, inactive):** | |
| 1. **CITI online training**   Note: for NIH-funded awards involving a training component, not all education may be online; a minimum of 8 contact hours are required every 4 years and at each career stage |  |
| **Module(s)** |  |
| * Responsible Conduct of Research (RCR) | Date: |
|  |  |
| 1. **Completion of Course(s)** |  |
| Course number/title: | Date: |
| Location, if not SIU: |  |
| Hours: |  |
|  |  |
| Course title: | Date: |
| Location, if not SIU: |  |
| Hours: |  |
|  |  |
| 1. **Mentoring Relationship** |  |
| Mentor name: | Date/date range: |
| Mentee name: |
| Summary of RCR topics discussed: |  |
| * Topic 1 | Hours: |
| * Topic 2 | Hours: |
| * Topic 3 | Hours: |
| * Topic 4 | Hours: |
| * Topic 5 | Hours: |
| * Topic 6 | Hours: |
| * Topic 7 | Hours: |
| * Topic 8 | Hours: |
| * Topic 9 | Hours: |

This form is provided as a template for Responsible Conduct of Research recordkeeping. Please keep this or a similar record for all relevant personnel in your office or research space such that it is available for internal or agency review upon request.

Please visit the Office of Sponsored Projects webpage for SIU RCR policy, recommended matrix to use when designing RCR plans, resources, and instructions to access CITI training.