

PAS Program Responsible Conduct of Research Training Student Policy and Procedure Policy

1. All PAS students must complete Responsible Conduct of Research (RCR) training before the end of their didactic year. Any student who has not completed this training or supplied proof of completion is not allowed to start the clinical phase of the program.
2. A student who has already undergone RCR training at a different institution may use that training to satisfy this requirement if the certification remains valid through the end of the didactic phase of training. Students who have previously completed the RCR training must provide written proof of completion to their PAS program advisor and the GVSU Office of Health Compliance before the end of the first didactic semester of the PAS program.
3. Students who have not received previous RCR training must complete the training through the online RCR training program, Collaborative Institutional Training Initiative (CITI). This program is free through the university for all PAS students.
4. This policy complies with the Graduate School Policy on Responsible Conduct of Research for Graduate Students Policy in the [Graduate Education Policies and Procedures Manual](#).

Procedure

1. Go to <https://www.gvsu.edu/rcr/online-rcr-training-and-certification-29.htm> and log in using your GVSU username and password.
2. Click on the CITI training logo on this page.
3. Select “View Courses” under the “Institutional Courses, Grand Valley State University.”
4. Complete all modules in the Group 1 Biomedical Research Investigators and Key Personnel courses.
5. Once all required online modules are completed, you receive a certificate.
6. The certificate of completion must be sent to your PAS faculty advisor and uploaded to your Health Compliance Blackboard site (see [GVSU Health Compliance Policy](#)) for further information.