**Responsible and Ethical Conduct of Research (RECR)  
Record and Annual Report**

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| Student Name: |  | Reporting Academic Year: |  |  |  |
| Advisor: |  | Year in Program: | Student Signature date |  | Advisor Signature date |

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| **Year 1** | | |  | **Year 2** | | | | |
| **Online Components** | | **Training Date** |  | **Online Components** Complete 3 of the following CITI modules: | | | | |
| Human Research Protection/ IRB Certification | |  |  | * Collaborative Research * Conflicts of Interest | * Data Management * Financial Responsibility | * Mentoring * Peer Review | |  |
| CITI module: Intro to Responsible Conduct of Research | |  |  | **Training Date** |
| CITI module: Research Misconduct | |  |  | CITI module: *from list* | | | |  |
| CITI module: Plagiarism | |  |  | CITI module: *from list* | | | |  |
| CITI module: Authorship | |  |  | CITI module: *from list* | | | |  |
|  | |  |  |  | |  | | |
| **Discussion-Based Training** | **Hours** | **Training Date** |  | **Discussion-Based Training** | | | **Hours** | **Training Date** |
| Grad School RECR Workshop: | 1.5 |  |  | Grad School RECR Workshop: | | | 1.5 |  |
|  |  |  |  |  | | |  |  |
|  |  |  |  |  | | |  |  |
| Total Hours (3 hrs required): |  |  |  | Total Hours (Years 1 & 2; 6 hrs required): | | |  |  |

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| |  |  |  | | --- | --- | --- | | **Year 3** | | | |  | **Hours** | **Training Date** | |  |  |  | |  |  |  | |  |  |  | | Total Hours (3 hrs required): |  |  | |  | |  |  |  | | --- | --- | --- | | **Year 4** | | | |  | **Hours** | **Training Date** | |  |  |  | |  |  |  | |  |  |  | | Total Hours (3 hrs required): |  |  | |
|  |  |  | |
| |  |  |  | | --- | --- | --- | | **Year \_** | | | |  | **Hours** | **Training Date** | |  |  |  | |  |  |  | |  |  |  | | Total Hours (3 hrs required): |  |  | |  | |  |  |  | | --- | --- | --- | | **Year \_** | | | |  | **Hours** | **Training Date** | |  |  |  | |  |  |  | |  |  |  | | Total Hours (3 hrs required): |  |  | | |
|  |  |  | |

**INSTRUCTIONS: Responsible and Ethical Conduct of Research–Record and Annual Report**

Use this form to record your RECR education and training activities throughout your graduate program. You will submit a current copy of the form with your annual review materials each spring. In the spring of your first year, you will have entered dates and hours for training you have completed in Year 1. Enter the *Reporting Academic Year*, e.g., *2023-2024,* and *1* for *Year in Program*. Save the document as a PDF and submit the PDF with your annual review materials. You and your advisor will sign the report when you meet to discuss your annual review.

During Year 2, add your training activities to your RECR record as you complete them. When it’s time to submit your annual review materials, update the *Reporting Academic Year*, e.g., *2024-2025,* and your *Year in Program (2)*. Save this second-year document as a PDF and submit the PDF with your annual review materials.

Continue this process, so that what you submit for annual review each year will be a cumulative record of your RECR activities.

Annual refresher training may be fulfilled with:

* Additional CITI modules–each counts for .75 hours (45 mins)
* Grad School RECR workshops–each counts for 1.5 hours
* Discussion-based training in courses or research groups