

## GUIDANCE MEMO NO. 02-24



### Research, Grants and Contracts

DATE: January 5, 2024

TO: Faculty & Staff

SUBJECT: Mentoring Training - CITI *CH*

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**Purpose:** This guidance provides information on the required training for all key personnel listed on an externally-funded grant as per the University's recently updated Responsible Conduct of Research, Scholarship and Creative Activities Training (RCR) policy.

**Background:** When notification of an award is received, the Office of Research, Grants & Contracts must take certain steps to meet local, state and federal regulations pertaining to the use of grant funds and the ethical integrity and understanding of basic research conduct expected of all project team members throughout the grant period. Currently at the time of award, key personnel must have completed the COI training module in the online CITI Program before account set-up. The updated RCR policy now requires key personnel on new incoming awards to also complete the Mentoring training module in the online CITI Program.

**Action Requested:** At the time of a funding award, all key personnel identified on the funding grant must have completed the Mentoring training module within the CITI Program prior to the establishment of the grant account. This module, identified as *Mentoring and Healthy Research Environments*, is only required to be completed once every 4 years (similar to the required COI training module). Again, this training completion (COI and Mentoring) is a requirement at the time of award.

However, all faculty are encouraged to access the CITI program and complete the COI module and Mentoring module so that whenever a grant award is received, the establishment of the grant account may be expedited by the RGC office. Each completed module then remains active for a 4-year period. The steps needed to complete BOTH required trainings are as follows:

- Open CITI training [CITI - Collaborative Institutional Training Initiative](#)
  - If you aren't already registered in CITI training, follow [these](#) instructions to register
- Next to "Northern Kentucky University" click "View Courses"
- Click "Add a Course"
- Answer Yes, this will load both the COI module and the Mentoring and Healthy Research Environments module"
- You can leave all other questions blank
- Click "Submit"
  - This should load the two trainings: Mentoring and COI

#### Related Documents:

- [NKU Responsible Conduct of Research Policy](#)