Instructions for RCR Student List & Training Certification Forms

These are the forms to use for listing the students who must complete RCR training in your lab, and to certify they have completed the training. Please fill each form out, print it, sign it and return it to me, either by campus mail or as a scanned pdf via email. Instructions are below. These forms can be filled out and saved in Adobe Reader.

Questions? Call Tim @ x5918.

1. Up to 10 students may be listed per List form. **List name, ID#, and the type of research support for each**. Student ID # is the 1st six of the last seven digits on the ID card: for example, 25556001234563 is ID# 123456.

2. Indicate which RCR areas beyond the mandatory ones, if any, you are requiring each student to complete. All students must complete the mandatory training, as indicated. Typically, all students in your lab will have the same requirements in any additional areas, so you would simply type "All above" in the Comments block. If there are exceptions, indicate which students need to complete which training.

3. Fill in your name, grant #, title, and the date you are completing the form. If you need to revise your student list, you may do so by revising the form you already prepared, so save an electronic copy as a convenient template.

4. **Save the file using the naming convention shown (e.g, RCR_StudentList_DMansfield_Jan7.12).** Print it, sign, and either send to me via campus mail or scan & send to me via email as a pdf attachment. Keep a copy for your records.

5. As each student completes the training, record it on the RCR Training Certification form (also a fillable PDF using Adobe Reader). Filling out the RCR Training Certification form is very similar to the above scheme, except keep one form per student, and update and resave the form regularly as each student progresses. Both forms are available on line:

   https://www.collegeofidaho.edu/academics/office-academic-affairs/c-i-grant-procedures/grant-resources

Questions? call me @ x5918, or email.

Tim