

## How to register for the NUCATS RCR course offering via the Resource Request and Registration Form

Click the link to the Resource Request and Registration form:

<https://redcap.nubic.northwestern.edu/redcap/surveys/?s=JKT3M84PM9LMPTKL>

Click "Next Page"

**NUCATS**  
Clinical and Translational Sciences Institute

**Resource Request and Registration Form**

The NUCATS Institute's mission is to accelerate your clinical research discoveries to improve human health. Please proceed to the request and registration form on the next page to become a NUCATS member, enroll in educational opportunities, and access our services.

If you need help navigating to your request, please check out our how-to guide [here](#) or contact our NUCATS Team at [navigator@northwestern.edu](mailto:navigator@northwestern.edu).

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Click "Register for a Course or Access a Repository"

**NUCATS**  
Clinical and Translational Sciences Institute

**Resource Request and Registration Form**

How can we help you?

| Select all that apply   | Services and Resources   |
|---|--|
| <a href="#">Become a NUCATS Member</a><br><small>reset</small>                        | <ul style="list-style-type: none"><li>• Register as a NUCATS Member</li><li>• Receive latest NUCATS news and updates on resources and services</li></ul>   |
| <a href="#">Request Research Support</a><br><small>reset</small>                      | <ul style="list-style-type: none"><li>• NM Clinical Research Unit</li><li>• Study Recruitment</li><li>• Study Budget and Finance</li><li>• Regulatory</li></ul>  |
| <a href="#">Regulatory Miscellaneous Requests</a><br><small>reset</small>             | <ul style="list-style-type: none"><li>• FDA IND Annual Report and Maintenance</li><li>• IRB Submission Help</li><li>• Questions regarding NUCATS Reg Services that are not IRB support related</li><li>• Regulatory Collaboration between departments</li></ul>              |
| <a href="#">Register for a Course or Access a Repository</a><br><small>reset</small>  | <ul style="list-style-type: none"><li>• Succeeding with your K Award</li><li>• Developing and Enhancing Mentor Relationships (For Faculty Only)</li><li>• Navigating the Research Enterprise</li><li>• Responsible Conduct of Research</li><li>• Grants Repository</li></ul> |
| <a href="#">Request Training &amp; Education Consultation</a><br><small>reset</small> | <ul style="list-style-type: none"><li>• Consultation for an existing or new training/educational program</li><li>• Instructional design services</li></ul>   |
| <a href="#">Request Community-Engaged Resources</a><br><small>reset</small>           | <ul style="list-style-type: none"><li>• Stakeholder Academic Resource Panel (ShARP)</li><li>• Alliance for Research in Chicagoland Communities (ARCC)</li><li>• Northwestern Primary Care Practice-Based Research Program (NPP)</li></ul>                                    |

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Scroll down and click “Next Page”

|  |   |
|--|---|
| <a href="#">Request Community-Engaged Resources</a><br><small>reset</small>                            | <ul style="list-style-type: none"> <li>Stakeholder Academic Resource Panel (ShARP)</li> <li>Alliance for Research in Chicago and Communities (ARCC)</li> <li>Northwestern Primary Care Practice-Based Research Program (NP3)</li> </ul>   |
| <a href="#">Request Dissemination and Implementation Research Consultation</a><br><small>reset</small> | <ul style="list-style-type: none"> <li>Grant Design, Review, or Support</li> <li>General Training, Education, or Mentorship in D&amp;I Science</li> <li>Manuscript, Presentation, or Academic Collaboration</li> </ul>  |
| <a href="#">Request Clinical Research Ethics and Equity Consult</a><br><small>reset</small>            | <ul style="list-style-type: none"> <li>Clinical Research Ethical and Equity Consultation (CREEC) service offers support to address challenging ethical and equity-related issues</li> </ul> <p><i>* Service is currently limited to NU FSM and our clinical affiliates only</i></p>   |
| <a href="#">Learn more about REDCap</a><br><small>reset</small>  | <ul style="list-style-type: none"> <li>REDCap Training Resources</li> <li>Become a REDCap Project Owner</li> <li>Request a new REDCap Project</li> </ul> <p><i>*redirects to an external link</i></p>   |
| <a href="#">Request Data from NMEDW</a><br><small>reset</small>  | <ul style="list-style-type: none"> <li>Request Clinical Research Data (extracts, reports, dashboards) from the <a href="#">NMEDW</a></li> </ul> <p><i>*redirects to an external link with VPN required</i></p>  |
| <a href="#">Request Research Services</a><br><small>reset</small>                                      | <ul style="list-style-type: none"> <li>Grant Development and Implementation Studios</li> <li>Letter of Support</li> <li>Facilities and Resources</li> <li>Promote Event, Funding Opportunity, Honor, or Award</li> <li>Coordinator Connector Program</li> <li>N3C Data Enclave</li> <li>NUCATS Navigator</li> <li>Provide Feedback</li> </ul> |

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Click “Initiate registration in myHRLearn”

### Clinical and Translational Sciences Institute

#### Resource Request and Registration Form

Education & Career Development Resources

Please use the [Previous page](#) button to go back to the previous page instead of the browser back button.

| Step 1 of 3   |   |                     |
|---|---|---------------------|
| Select all that apply   | Course, Seminar, Repository Offered   | Registration Status |
| <a href="#">Register</a><br><small>reset</small>                      | Developing and Enhancing Mentor Relationships ( <i>*Faculty Only</i> )  | Open now            |
| <a href="#">Register</a><br><small>reset</small>                      | Mentee Development Series: Tools for Academic and Personal Growth for Early Career Faculty ( <i>*Faculty Only</i> ) | Open now            |
| <a href="#">Complete User Agreement</a><br><small>reset</small>       | Grants Repository (grant writing aide)  | Open now            |
| <a href="#">Access Archived Sessions</a>                              | Navigating the Research Enterprise (seminar series)   | Closed              |
| <a href="#">Register</a><br><small>reset</small>                      | Succeeding with your K Award (3rd Mondays)  | Open now            |
| <a href="#">Initiate registration in myHRLearn</a>                    |   |                     |
| <a href="#">Complete RCR Participant Form</a><br><small>reset</small> | Taking Responsibility for the Responsible Conduct of Research (RCR class)   | Open now            |

Note: Please continue to the course survey or user agreement to complete the process.

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## How to register for the NUCATS RCR course offering via the Resource Request and Registration Form

A new tab will open in myHRLearn. Please click through the myHRLearn form to complete it, and once you have completed your myHRLearn registration, click back into the previous tab to complete that form.

The screenshot shows the myHR Learn interface for the course 'Taking Responsibility for the Responsible Conduct of Research'. The course is currently 'In Progress' and was registered on 10-DEC-2024. The interface includes a navigation menu with 'HOME', 'ME', 'GROUPS', 'HELP', and 'ADMIN'. Below the course title, there are tabs for 'Progress and Activities', 'Overview & Other Information', and 'History'. The 'Progress and Activities' tab is active, showing course details such as dates (12-NOV-2024 - 16-APR-2025), language (English), format (Blended), and class ID (2025). It also lists the location (Chicago), total duration (18:00 Hrs), and availability (99 seats available, 20 Waitlist available). A 'DROP' button is visible in the top right of the details section.

Click "Complete RCR Participant Form"

The screenshot shows the 'Resource Request and Registration Form' from the Clinical and Translational Sciences Institute. The form is titled 'Step 1 of 3' and contains a table of course offerings. A red arrow points to the 'Complete RCR Participant Form' button, which is highlighted in black. The table lists various courses and their registration statuses.

| Select all that apply   | Course, Seminar, Repository Offered  | Registration Status |
|---|--|---------------------|
| <input type="button" value="Register"/> <small>reset</small>                            | Developing and Enhancing Mentor Relationships ( <i>*Faculty Only*</i> )  | Open now            |
| <input type="button" value="Register"/> <small>reset</small>                            | Mentee Development Series: Tools for Academic and Personal Growth for Early Career Faculty ( <i>*Faculty Only*</i> ) | Open now            |
| <input type="button" value="Complete User Agreement"/> <small>reset</small>             | Grants Repository (grant writing aide)   | Open now            |
| <a href="#">Access Archived Sessions</a>  | Navigating the Research Enterprise (seminar series)  | Closed              |
| <input type="button" value="Register"/> <small>reset</small>                            | Succeeding with your K Award (3rd Mondays)   | Open now            |
| <input type="button" value="Initiate registration in myHR Learn"/> <small>reset</small> |  |                     |
| <input type="button" value="Complete RCR Participant Form"/> <small>reset</small>       | Taking Responsibility for the Responsible Conduct of Research (RCR class)  | Open now            |

Note: Please continue to the course survey or user agreement to complete the process.

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## How to register for the NUCATS RCR course offering via the Resource Request and Registration Form

Click "I have pre-registered in myHRLearn"

| Select all that apply  | Course, Seminar, Repository Offered  | Registration Status |
|--|--|---------------------|
| <input type="button" value="Register"/><br><small>reset</small>                      | Developing and Enhancing Mentor Relationships ( <i>*Faculty Only*</i> )  | Open now            |
| <input type="button" value="Register"/><br><small>reset</small>                      | Mentee Development Series: Tools for Academic and Personal Growth for Early Career Faculty ( <i>*Faculty Only*</i> ) | Open now            |
| <input type="button" value="Complete User Agreement"/><br><small>reset</small>       | Grants Repository (grant writing aide)   | Open now            |
| <a href="#">Access Archived Sessions</a>   | Navigating the Research Enterprise (seminar series)  | Closed              |
| <input type="button" value="Register"/><br><small>reset</small>                      | Succeeding with your K Award (3rd Mondays)   | Open now            |
| <a href="#">Initiate registration in myHR Learn</a>                                  |  |                     |
| <input type="button" value="Complete RCR Participant Form"/><br><small>reset</small> | Taking Responsibility for the Responsible Conduct of Research (RCR class)  | Open now            |

Note: Please continue to the course survey or user agreement to complete the process.

You can only complete this RCR participant form if you have pre-registered in myHR Learn.

I have pre-registered in myHR Learn

I have not pre-registered in myHR Learn reset

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Click "Next Page"

| Select all that apply  | Course, Seminar, Repository Offered  | Registration Status |
|--|--|---------------------|
| <input type="button" value="Register"/><br><small>reset</small>                      | Developing and Enhancing Mentor Relationships ( <i>*Faculty Only*</i> )  | Open now            |
| <input type="button" value="Register"/><br><small>reset</small>                      | Mentee Development Series: Tools for Academic and Personal Growth for Early Career Faculty ( <i>*Faculty Only*</i> ) | Open now            |
| <input type="button" value="Complete User Agreement"/><br><small>reset</small>       | Grants Repository (grant writing aide)   | Open now            |
| <a href="#">Access Archived Sessions</a>   | Navigating the Research Enterprise (seminar series)  | Closed              |
| <input type="button" value="Register"/><br><small>reset</small>                      | Succeeding with your K Award (3rd Mondays)   | Open now            |
| <a href="#">Initiate registration in myHR Learn</a>                                  |  |                     |
| <input type="button" value="Complete RCR Participant Form"/><br><small>reset</small> | Taking Responsibility for the Responsible Conduct of Research (RCR class)  | Open now            |

Note: Please continue to the course survey or user agreement to complete the process.

You can only complete this RCR participant form if you have pre-registered in myHR Learn.

I have pre-registered in myHR Learn

I have not pre-registered in myHR Learn reset

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## How to register for the NUCATS RCR course offering via the Resource Request and Registration Form

Complete the information fields and click "Submit"

The screenshot shows the NUCATS Clinical and Translational Sciences Institute Resource Request and Registration Form. The page is titled "NUCATS Clinical and Translational Sciences Institute Resource Request and Registration Form". It is labeled "Your Contact Information" and "Step 2 of 3". The form includes fields for "First name:", "Last name:", "Email:", "NU NetID: Please enter 'N/A' if not applicable.", "NU Affiliation:", and "Role:". A red arrow points to the "Submit" button. Below the form, it says "Powered by REDCap".

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☐ ☐

# NUCATS

Clinical and Translational Sciences Institute

## Resource Request and Registration Form

Your Contact Information

Please use the *Previous page* button to go back to the previous page instead of the browser back button.

Step 2 of 3

First name\*:

Last name\*:

Email\*:

NU NetID: Please enter "N/A" if not applicable.

NU Affiliation\*:

Role\*:

*\*Indicates required field* *Please continue to the next page to complete your request.*

<< Previous Page Submit

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Complete the information fields and click "Submit"

The screenshot shows the NUCATS Clinical and Translational Sciences Institute Responsible Conduct of Research Participant Form. The page is titled "Clinical and Translational Sciences Institute Responsible Conduct of Research Participant Form". It is labeled "Step 3 of 3". The form includes a section "Tell Us More About Yourself" with radio buttons for "Degree:" (Master (MA, MS, MPH, etc), PhD, MD, PharmD, Other). It also includes a section "Tell Us About Your Research" with a text field for "Please list your grant type\* (e.g., T32, F32, K24):" and radio buttons for "Please select the PRIMARY type of research you conduct:" (Clinical, Basic, Socio-Behavioral). Below that, it asks "Have you ever completed a formal RCR course?" with radio buttons for "Yes" and "No". A red arrow points to the "Submit" button. Below the form, it says "Powered by REDCap".

Clinical and Translational Sciences Institute

## Responsible Conduct of Research Participant Form

Step 3 of 3

Please complete the questions below to finalize your registration for the Responsible Conduct of Research Course and "Submit".

Tell Us More About Yourself

Degree:

Master (MA, MS, MPH, etc)

PhD

MD

PharmD

Other

Tell Us About Your Research

Please list your grant type\* (e.g., T32, F32, K24):

Please select the PRIMARY type of research you conduct:

Clinical

Basic

Socio-Behavioral reset

Have you ever completed a formal RCR course\*?

Yes  No reset

Submit

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