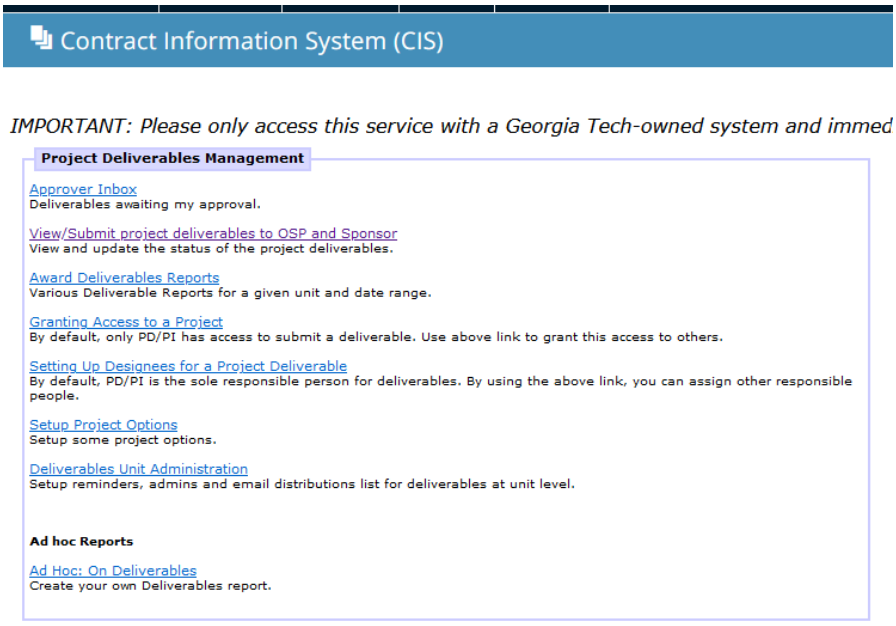
RCR Deliverable Certification

(Using the Contract Information System - 2022)

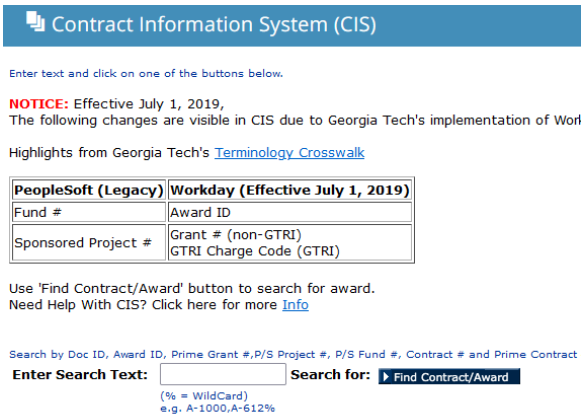
The RCR Deliverable is an **annual certification to OSP** that all students and postdocs funded by an applicable award are in compliance with the training requirements of the RCR Compliance Policy. Since it's possible for the training to be completed outside of the RCR Program's purview, and since new employees can be added to the project at any time, this certification is required annually. (See below* for how to have training completed within research team meetings documented in GT systems and reports.)

Certifying the deliverable does not mean that all students and postdocs have completed the training – it only means that the training isn't PAST due for anyone. Students/postdocs for whom the training is not yet due will be certified in the next annual cycle.

1) To submit the RCR Deliverable, **click on the Deliverables tab** in the Contract Information System. (Alternatively, you can click on the link in the ICOL notice that you received). Click on **"View/Submit project deliverables to OSP and Sponsor"**.



2) Enter the **Award ID** in the search box:

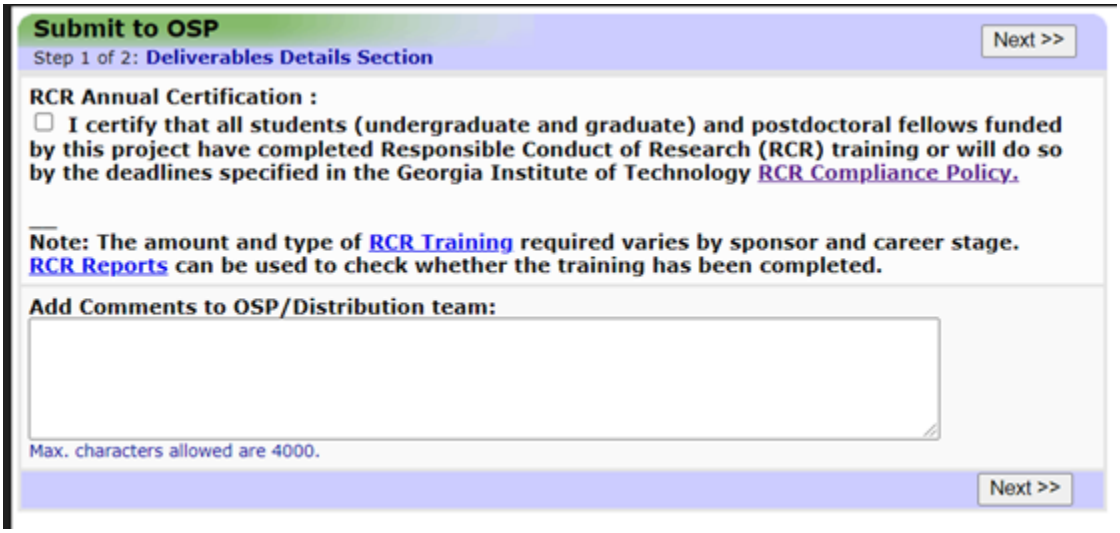


3) You should see something like the screen below (the exact wording of the RCR Deliverable description may vary – for example, RCR Report, RCR/Ethics Training, etc.). **Click on the Description of the RCR Deliverable that is due:**

Hint: Click on the Deliverable description to submit/process a deliverable.
* = deliverable with no due date can be submitted multiple times. Status in parenthesis shows the status of the late
Total count: 8 items

Description	Deliv. Id	Period	Covered	Due Date	Date Mailed	Status
ANNUAL REPORT	1	01-AUG-2022	31-JUL-2023	31-MAY-2023		UnSatisfied
RCR CERTIFICATION	5	01-AUG-2022	31-JUL-2023	31-JUL-2023		UnSatisfied
ANNUAL REPORT	2	01-AUG-2023	31-JUL-2024	31-MAY-2024		UnSatisfied
RCR CERTIFICATION	6	01-AUG-2023	31-JUL-2024	31-JUL-2024		UnSatisfied
ANNUAL REPORT	3	01-AUG-2024	31-JUL-2025	31-MAY-2025		UnSatisfied
RCR CERTIFICATION	7	01-AUG-2024	31-JUL-2025	31-JUL-2025		UnSatisfied
PROGRAM OUTCOMES	8	01-AUG-2022	31-JUL-2026	30-NOV-2026		UnSatisfied
FINAL REPORT	4	01-AUG-2022	31-JUL-2026	30-NOV-2026		UnSatisfied

4) You should see this screen below. *(If you do not see this screen, then that means the RCR Deliverable was set up with the wrong Deliverable Type code in the CIS. If that's the case, contact the RCR Program so that they can contact the Contracting Officer to fix it)*:



5) To certify the RCR Deliverable, all that's required (assuming all students and postdocs are in compliance with the RCR training requirement) is to check the box to certify the training.

NOTE: If needed, you can check the RCR training status of the employees on the award using the RCR Reports *(see the PDPI report link in the side box). The RCR Program can also help you to check it if needed. These reports list all the employees on the award, along with their career stage and job title when they first charged to the award, their first charge date (indicates the training deadline), their Online RCR Training completion date, Doctoral RCR Course completion date (if applicable), and total number of in-person RCR training contact hours. Clicking on the number of hours in the report will bring up another screen that will show which RCR training sessions the employee attended. Admins can be granted access to run all variations of the RCR Reports, enabling them to search on any employee, cost center, PI, or award (contact the RCR Program for access).*

**** To have RCR training that was completed in research team meetings documented in the RCR Reports*** *and other GT systems, refer to https://rcr.gatech.edu/training-resources. The PI will need to fill out and submit the* ***RCR Research Team Meeting Form****. Contact the RCR Program with any questions.*