




APRIN e-Learning Program (CITI Japan)
User's Manual

Version 3.1

Edition 1.3

April, 2018

Association for the Promotion of Research Integrity (APRIN)

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1 Introduction

1.1 Logging In

Open the login screen of the APRIN e-Learning Program (CITI Japan), and enter your username (ID) and password.

URL: <https://edu.aprin.or.jp/>

APRIN eラーニングプログラム (CITI Japan) English (en) You are not logged in **Log in**

研究倫理教育eラーニング「APRIN eラーニングプログラム (CITI Japan)」

本 eラーニングプログラムの教材は、文部科学省「大学間連携共同教育推進事業」CITI Japan プロジェクト（代表校：信州大学、連携校：東京医科歯科大学、福島県立医科大学、北里大学、上智大学、沖縄科学技術大学院大学）およびNPO法人日米医学教育コンソーシアムにより、米国CITI Programの英語版教材を骨格として、日本の法律・指針その他に沿って作成されました。平成29年度より一般財団法人公正研究推進協会（APRIN）が引き継ぎ、教材の作成および改訂を行っています。

日本語版の作成および査読等に参加した専門家の方々の氏名は、[こちら](#)に掲載されています。

サイトニュース

【年末年始について】
by 事務局 APRIN - Monday, 25 December 2017, 9:54 AM

APRIN CITI Japan サポートオフィス（事務局・お問い合わせ窓口）は12月29日（金）より1月3日（水）迄、年末年始休業とさせていただきます。
※eラーニングの受講は年末年始も可能です。

You are not logged in **Log in**

APRIN eラーニングプログラム (CITI Japan) English (en) You are not logged in

Log in

Home > Log in to the site

Log in

Username

Password

Remember username

Log in

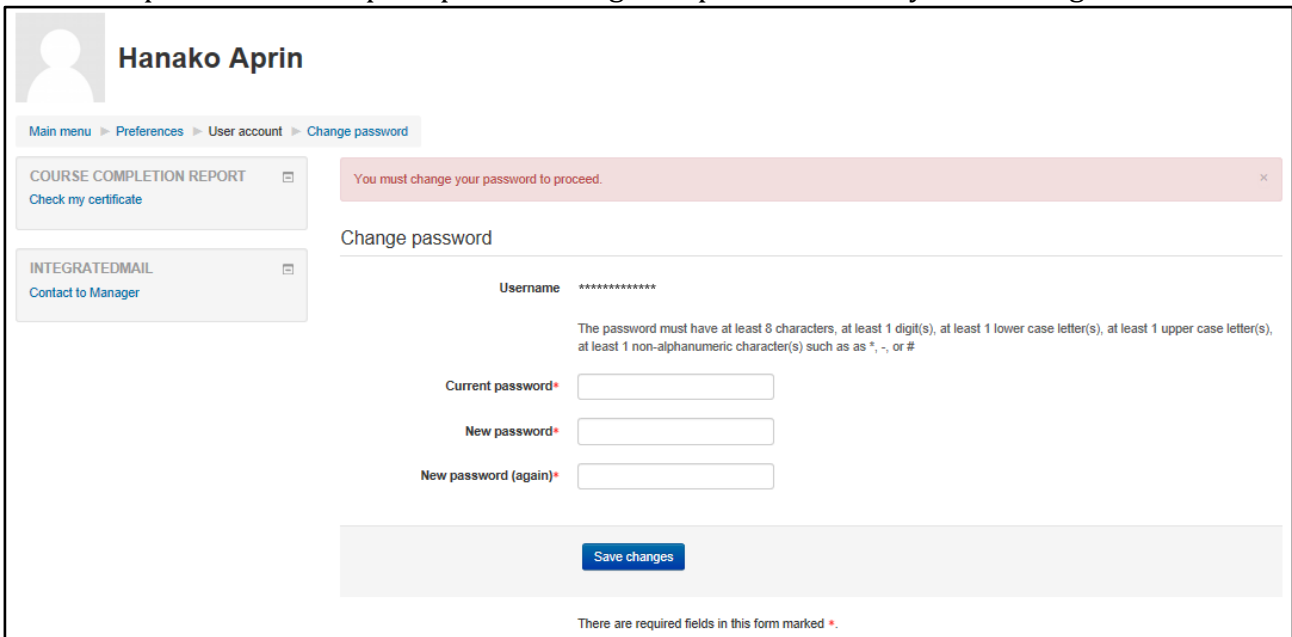
[Forgotten your username or password?](#)

Cookies must be enabled in your browser

You are not logged in.
[Home](#)

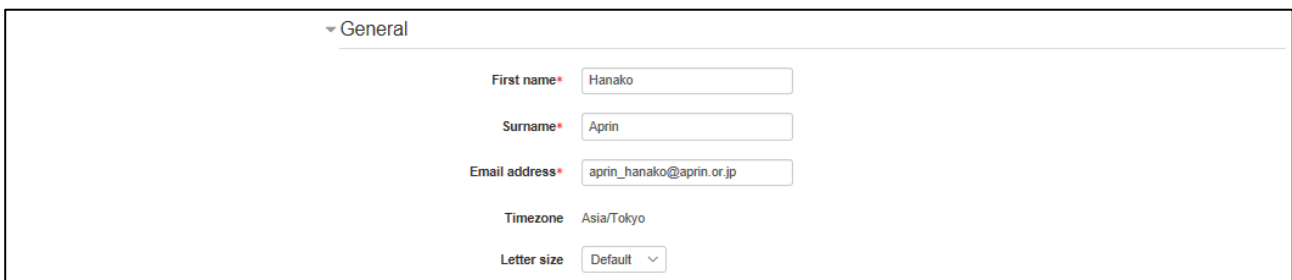
1.2 Things to Check at the First Login

Set a new password when prompted to change the password after your first login.



The screenshot shows a user account page for 'Hanako Aprin'. The breadcrumb trail is 'Main menu > Preferences > User account > Change password'. A red notification bar at the top says 'You must change your password to proceed.' The 'Change password' form includes a 'Username' field with asterisks, a password strength requirement note, and three password input fields: 'Current password*', 'New password*', and 'New password (again)*'. A 'Save changes' button is at the bottom. A footer note states 'There are required fields in this form marked *.'

When the message “Password has been changed” is displayed, press the [Continue] button.



The screenshot shows the 'General' section of a user profile form. It contains the following fields: 'First name*' with the value 'Hanako', 'Surname*' with the value 'Aprin', 'Email address*' with the value 'aprin_hanako@aprin.or.jp', 'Timezone' set to 'Asia/Tokyo', and 'Letter size' set to 'Default'.

Check the precautions described in the “CHECK!” section, and confirm that your **first name, surname and email address** are correct (change them if necessary). Set [Letter Size] here if necessary.

At the first login, confirm that the registered email address is correct.

- Make sure to register using **an email address currently available**.
- A dummy email address may already be entered by default.
Change the dummy address to the one that is currently available.
- **An error occurs if the email address you set is already registered on the system.**

▼他のフィールド

受講コース
(Course Selection)

JST事業受講者コース(1) (生命医科学系)
JST事業受講者コース(2) (理工系)
JST事業受講者コース(3) (人文系)
APRIN研究倫理教育コース (生命医科学系)

※機関で受講される方は、機関の管理者から指定されたコースを選択し
ログイン時に機関の管理者によって既にコースが選択されている場合
※JST事業に参画する研究者の方は、ご自身の専門分野にあったJST事業

成績管理局 (部署) 医学部

ユーザ属性*
(User Attribution) その他

成績の開示*
(Grade Disclosure) 開示しない

開示する (Disclose)
開示しない (Not Disclose)

その他 (Other)
学部学生 (Undergraduate Student)
大学院生 (Graduate Student)
教員・研究者 (Teacher / Researcher)
事務職員 (Clerical Staff)

Update profile

There are required fields in this form marked *.

- If no **course** is selected in [Course Selection], select the one specified by the grade administrator of your organization.
- Set **[User Attribution]** and **[Grade Disclosure]** using their respective drop-down menus.

Grade Disclosure

- Specify whether to have your grades disclosed.
- To complete the research-ethical education required to be taken after the JST adoption, **select [Disclose], attend the JST course using the APRIN e-Learning Program (CITI Japan), and then notify JST of the certificate number issued.**
(This procedure is required only if you are attending a course using your organization account or personal account. If you are taking a course with the JST registration, the process of result disclosure and certificate number notification is not necessary.)
- The following information stated in the certificate will be disclosed: issue date, organization, last name/first name, grade managing division, attended course, completion date, expiration date, certificate number, attended modules, attendance date.

1.3 Configuration of Main Menu

The main menu is the home screen of the APRIN e-Learning Program (CITI Japan).



(1) COURSE OF PARTICIPANTS	Lists course modules currently being taken. This section would remain blank if you are not taking any courses.
(2) COMMON COURSES	Lists common course modules set in advance. Common courses are not mandatory if not otherwise specified.
(3) ANNOUNCEMENTS FROM APRIN	Shows announcements from the website.
(4) Check my certificate	Allows certificates acquired in the past to be viewed.
(5) INTEGRATEDMAIL	Contains the contact information of your grade managing division.
(6) CONTENTS LIST	Contains links to the course materials. <u>Access these links to take optional modules.</u>
(7) Photo	Displays the photo of the user.
(8) Completion status	Indicates whether the module has been completed. Completed modules are checked.

1.4 Configuration of the Contents List Screen

This section describes the configuration of the contents list screen.

一般財団法人公正研究推進協会（APRIN）

Main menu ▶ institutiontest004

ADMINISTRATION

- ▼ Course administration
- Grades

COURSE COMPLETION REPORT

Check my certificate

INTEGRATEDMAIL

Contact to Manager

アナウンスメント (Announcement) (2)

受講コース・修了証一覧 (Course and Completion Report)

JST事業受講者コース(1) (生命医科学系)

Not available unless:

- The module 責任ある研究行為について/Responsible Conduct of Research_RCR is marked complete
- The module 研究における不正行為/Research Misconduct_RCR is marked complete
- The module データの扱い/Data Handling_RCR is marked complete
- The module 共同研究のルール/Rules for Collaborative Research_RCR is marked complete
- The module オーサーシップ/Authorship_RCR is marked complete
- The module 盗用/Plagiarism_RCR is marked complete
- The module 公的研究費の取扱い/Managing Public Research Funds_RCR is marked complete

(1)

JST事業受講者コース(2) (理工系)

Not available unless:

- The module 研究不正/Research Misconduct_RCR-S is marked complete
- The module 工学研究におけるデータの管理上の倫理問題/Ethical Issues in the Management of Data in Engineering Research_RCR-S is marked complete

責任ある研究行為：基盤編 (RCR)

- 責任ある研究行為について/Responsible Conduct of Research_RCR [TEXT]
- 責任ある研究行為について/Responsible Conduct of Research_RCR
- 研究における不正行為/Research Misconduct_RCR [TEXT]
- 研究における不正行為/Research Misconduct_RCR
- データの扱い/Data Handling_RCR [TEXT]
- データの扱い/Data Handling_RCR

(3)

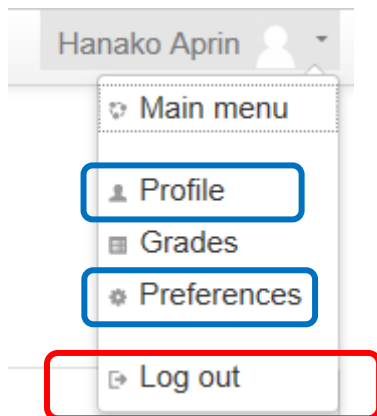
-
-
-
-
-
-

(1) Course and Completion Report	Lists courses that were taken and certificates.
(2) Announcement	Used to view announcements for participants registered in the grade managing division.
(3) Module list	Displays subsections of the list of course materials. You can take any module by clicking the name of a module. (* A certificate will not be issued.) Click an item marked with [TEXT] to directly access the text page of the module.

1.5 Logging Out

Log out from the APRIN e-Learning Program (CITI Japan) once you finish using it.

1.



Expand the menu on the title bar and click [Log out].

This will log you out.

Reference:

Select [**Profile**] to open the profile screen, and then select [**Edit profile**] to edit the setting for “1.2 Things to Check at the First Login”.

For example, you can change the following settings:

- **Full name, email address**
- **Course switching**

From the [**Preferences**] screen, the following operations can be performed:

- **Editing the profile** (* same as the above)
- **Changing the password**
- **Changing the priority language (Japanese or English)**

2

Taking a Course

2.1 Taking a Module

Log in to the system and display the main menu.

1.



After logging in, click a module you want to take from the “COURSE OF PARTICIPANTS” section of the main menu.

This will display the starting screen of a quiz for the module you have chosen.

2.



Click a course material link.

The start page of the text will be displayed.

3. 責任ある研究行為について / Responsible Conduct of Research_RCR [TEXT]

教材言語選択 / Select Your Language

教材は日本語版と英語版がありますので、どちらかの言語を選択してください。
Please select preferred language for modules (Japanese or English version).



Select a language of the text.

The text pages are displayed in the language selected.

4. 責任ある研究行為について / Responsible Conduct of Research_RCR [TEXT]

This is the end of the textbook.

Click "Go to (Module name)" if you take quizzes.

Click "Main Menu" if you take other modules.

Go to 責任ある研究行為について / Responsible Conduct of Research_RCR [Main menu](#)

Read through the page and click **[Next page]** to go to the next page.

On the last page, click **[Go to (Module name)]**.

The page in step 2 will be displayed again.

5. 責任ある研究行為について / Responsible Conduct of Research_RCR

本コースを修了するためには、すべての単元のクイズで80%以上を獲得する必要があります。
教材を受講する場合は、以下のリンクをクリックしてください。

You complete the required course when you finish studying all the required modules, and score 80 percent on the quizzes.
Click the following link to begin the course.

→ 責任ある研究行為について / Responsible Conduct of Research_RCR [TEXT]

Grading method: Highest grade

Attempt quiz now

Click the **[Attempt quiz now]** button.

The quiz starts.

6. インフォームド・コンセントの取得。

Obtaining informed consent.

機関内倫理審査委員会(IRB)による審査。

Review by the Institutional Review Board (IRB).

Answer all the questions, and click the **[Submit all and finish]** button to end the quiz and display the review page.

Finish review

Click **[Finish review]** at the bottom right corner of the screen to exit the review page.

7. [Main menu](#) > Institutiontest004 > 責任ある研究行為：基盤編 (RCR) > 責任ある研究行為について / Responsible Cond

ADMINISTRATION
▶ Course administration

責任ある研究行為について / Responsible Research_RCR

COURSE COMPLETION REPORT
[Check my certificate](#)

本コースを修了するためには、すべての単元のクイズで80%以上を獲得する必要があります。
教材を受講する場合は、以下のリンクをクリックしてください。
You complete the required course when you finish studying all the required modules.
Click the following link to begin the course.

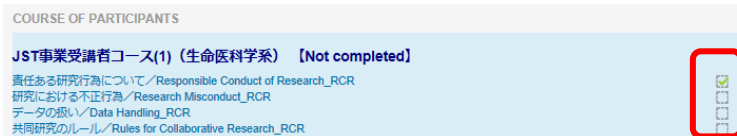
To go back to the main menu, click **[Main menu]** on the navigation bar or **[Take the next module(back to main menu)]** located under the **[Re-attempt quiz]** button.

From the main menu, click the next module.

2.2 Checking the Result (Pass/Fail)

Log in to the system.

1.



From the main menu screen, confirm the check boxes of the modules you took.

- ✓: Pass
- ☐: Not taken or fail

2.3 Checking the Result (Score)

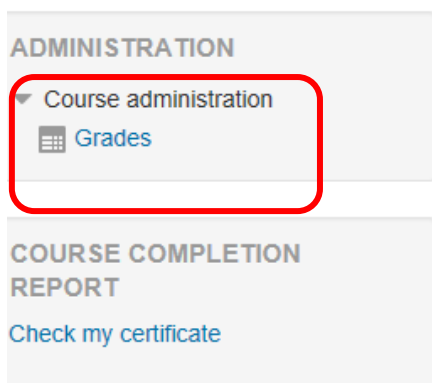
Log in to the system.

1.



From the main menu screen, click the link under the “CONTENTS LIST” section.

2.



責任ある
Research

Click [Course administration] on the left pane, and select [Grades].

本コースを修
教材を受講す

You complete
Click the follow

→ 責任

3.

Grade Item	Grade	Range	Percentage
一般財団法人公正研究推進協会 (APRIN)			
責任ある研究行為について / Responsible Conduct of Research_RCR	95.00	0-100	95.00 %
研究における不正行為 / Research Misconduct_RCR	-	0-100	-
データの扱い / Data Handling_RCR	-	0-100	-
共同研究のルール / Rules for Collaborative Research_RCR	-	0-100	-
利益相反 / Conflicts of Interest_RCR	-	0-100	-
オーサーシップ / Authorship_RCR	-	0-100	-
盗用 / Plagiarism_RCR	-	0-100	-

Scores of all modules can be checked.

2.4 Completing a Course/Having a Certificate Issued

Log in to the system.

You need to pass all the modules for the course to complete the course and have the certificate issued.

* The certificate is issued if the conditions set for the course such as the attendance period are satisfied.

1.



From the main menu, make sure that you have passed all the modules for the course.

You need a minimum score of 80% for all modules to pass the course.

Note that the course is not complete at this point.

2.



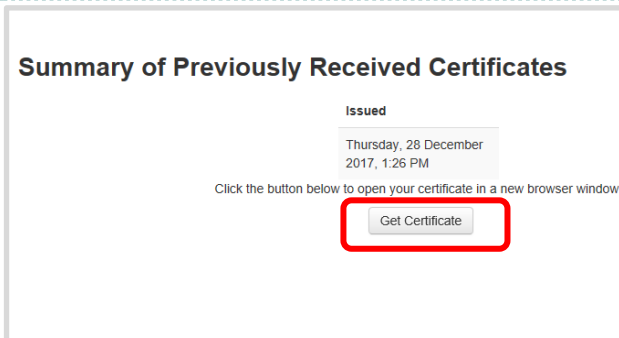
To complete a course:

The course name can now be clicked.

Click the course name. The system calculates and determines whether you have satisfied the conditions set for the course for completion.

*** Make sure to click the course name as doing so is required to complete the course.**

3.



To have a certificate issued:

When completion is determined after clicking the link in step 2, the certificate issuance screen is displayed.

Click the [Get Certificate] button.

If the screen shown on the left(below) is displayed, this indicates that the conditions set for the course such as the attendance period are not satisfied and the certificate cannot be issued. Please take the modules again and update the module completion date.



If this screen is displayed even if you have taken all the required modules for the course again and have passed, contact the administrator via [Contact to Manager] ((5) of "1.3 Configuration of Main Menu") and have the conditions for the course checked.

4.

COURSE COMPLETION REPORT
JST事業受託者コース(1) (生命科学系) カリキュラム 修了証

一般財団法人公正研究推進協会
Association for the Promotion of Research Integrity

所属機関(INSTITUTION) : 一般財団法人公正研究推進協会 (APRIN) (Institution004)

姓(LAST NAME) : A001 ()

名(FIRST NAME) : APRIN ()

修了日(Passed on) : 2017/12/28

修了証番号(Course Completion Report Number) : JB000

単元名(Required modules)	完了日(Date completed)
責任ある研究行為について / Responsible Conduct of 2017/12/28	
Research_RCR	
研究における不正行為 / Research Misconduct_RCR	2017/12/28
データの扱い / Data Handling_RCR	2017/12/28
共同研究のルール / Rules for Collaborative	2017/12/28
Research_RCR	
オーサーシップ / Authorship_RCR	2017/12/28
盗用 / Plagiarism_RCR	2017/12/28
公的研究費の取扱い / Managing Public Research	2017/12/28
Funds_RCR	

上記の通り、APRIN eラーニングプログラム (CITI Japan) 教材の履修を修了したことを証明します。

一般財団法人公正研究推進協会
発行年月日(Printed on) : 2017/12/28

Unlimited

The certificate will be displayed on a different screen.

The certificate can be downloaded as a PDF file.