RESPONSIBLE CONDUCT OF RESEARCH COMPLIANCE POLICY

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DESCRIPTION
San Francisco State University students and trainees engaged in research at the undergraduate, graduate, and post-doctoral levels are expected to receive formal instruction in ethical considerations and decision making in Responsible Conduct of Research that is appropriate for their disciplines and respective research careers. This policy is intended to comply with the requirements of the National Science Foundation’s (NSF) implementation of the requirements of Section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science Act (42 U.S.C. 1862o-1) found in the NSF Award and Administration Guide, Chapter IV, and National Institutes of Health (NIH) requirements for all applications to the Institutional National Research Service Award (NRSA) Research Training Grants (T32, T34) per the Notice Number: NOT-OD-10-019.

San Francisco State University Responsible Conduct of Research Compliance Policy requires all undergraduate and graduate students, and post-doctoral trainees performing research on projects funded by NSF or certain NIH training awards shall receive training in Responsible Conduct of Research. It is the responsibility of the Principal Investigators of NSF and certain NIH-funded training projects to ensure that all students engaged in research are informed of the requirement and that the requirement has been met. Moreover, it is the responsibility of the Principal Investigator to provide mentoring in RCR through discussions of RCR topics and through oversight of students’ research.

DEFINITIONS
Responsible Conduct of Research (RCR) is defined by NIH, “...as the practice of scientific investigation with integrity. It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research.” Moreover, the NSF states that RCR is “critical for excellence, as well as public trust, in science and engineering. Consequently, education in RCR is considered essential in the preparation of future scientists and engineers.”

PROCEDURE
NIH requirements indicate that any student and postdoctoral trainee must be engaged in a rigorous training program with the Principal Investigator in order to request funding from a grant solicitation. Moreover, in the event of certain NIH awards, the PI must oversee all training of staff and students towards NIH policies as part of the funding requirements (NIH regulation).

NSF funded students and trainees shall engage in an RCR program that includes, at a minimum, a Collaborative Institutional Training Initiative (CITI) course in a Responsible Conduct of Research module appropriate to the student’s respective area of research as instructed by their Principal Investigator.

1. Students and trainees supported by NSF funding shall certify that they have completed CITI training within two months of being hired. Note the minimum score for the course to be considered complete is 80 percent.
   a. If a student has received training in RCR from another institution, it is up to the PI to certify this training.
   b. Proof of training must be provided with the RCR Training Certification form.
i. Proof of training can include various course materials, including course syllabi, email verification of enrollment and any other documentation as approved by the PI.

2. Once the required RCR course has been finished, the grade book should be checked to ensure that all of the course modules have been completed. Users should complete the confirmation form and submit. The Compliance team will receive notification of completion from CITI.

3. RCR Training Certification form can be provided with hire paperwork to (ORSP Personnel Team with new student hiring packet or to an ORSP Grant Administrator if student is receiving a stipend.)

Compliance with the requirements for providing instruction in Responsible Conduct of Research is a responsibility of the Principal Investigator. Failure of students to complete the necessary training and submitting the RCR Training Certification may result in a delay of the hiring process or stipend initiation and will result in noncompliance with agency requirements.

The Office of Research and Sponsored Programs will conduct regular reports of students and trainees supported by NSF funds, which will be matched against CITI records. Principal Investigators will be notified of any noncompliance. Willful non-compliance on the part of any student after 60 days may result in termination of a funding. Moreover, noncompliance on behalf the PI will result in ORSP notifying their respective Dean.