Responsible Conduct of Research (RCR) Procedure

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BACKGROUND
Responsible Conduct of Research (RCR) Training is intended to help sensitize the university research community to the wide range of ethical and professional issues that must be considered to ensure a climate of research integrity.

PROCEDURES
NSF requirements indicate that postdocs, graduate students, and undergraduate students who receive funding support to engage in research must take RCR training. The RCR training should include, 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 (www.citiprogram.org) within two months of being hired or is getting other type of support (i.e., stipend, tuition and fees, and/or participant travel). Note: the minimum score for the course to be considered complete is 80 percent.
    A. If a student/trainee 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.
       (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 Unit will receive notification of completion from CITI.
3. RCR Training Certification form will need to be provided to:
    - ORSP Human Resources along with the new hiring packet if student/trainee is to work on the project.
    - ORSP Grant Administrator if student/trainee is to receive stipend, tuition and fees, and/or participant travel.
4. Compliance Unit will conduct checks of individuals and reconcile against CITI and/or documentations received from PI.

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).

NIH RCR Requirement Formats: Substantial face-to-face discussions among the participating trainees/fellows/scholars/participants; a combination of didactic and small-group discussions (e.g. case studies); and participation of research training faculty members in instruction in responsible conduct of research are highly

encouraged. **While on-line courses can be a valuable supplement to instruction in responsible conduct of research, online instruction is not considered adequate as the sole means of instruction. A plan that employs only online coursework for instruction in responsible conduct of research will not be considered acceptable.** Principal Investigator's responsibilities:

1. PI to maintain records sufficient to demonstrate that NIH-supported trainees, fellows, scholars, and participants have received the required instruction.
2. Submit documentation of compliance to ORSP Compliance Unit.
3. Compliance Unit will conduct regular reports and reconcile against CITI and/or documentations received from PI.

USDA – NIFA's requirement: all program directors, faculty, undergraduate students, graduate students, postdoctoral researchers, and any staff who receives funding 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 individual's respective area of research as instructed by their Principal Investigator.

1. All program directors, faculty, undergraduate students, graduate students, postdoctoral researchers, and staff shall certify that they have completed CITI training ([www.citiprogram.org)](www.citiprogram.org).
2. Upon completion of the CITI course, Compliance Unit will receive notification from CITI that the individual has met this requirement.
3. Compliance Unit will conduct regular reports and reconcile against CITI and/or documentations received from PI.