



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. RCR Training should be completed within six months from first payment.

PROCEDURES

National Science Foundation (NSF)'s requirements indicate that undergraduate students, graduate students, postdocs, and participants receiving financial support (including salaries and wages, tuition, and stipend) from project 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). 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 Certification of Completion* 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. Upon completion of the RCR course, individuals will submit certificate received from CITI or *RCR Certification of Completion* form with the certificate/proof as an attachment.
3. Compliance Unit will spot check and reconcile.

National Institutes of Health (NIH)'s requirements indicate that undergraduate students, graduate students, postdocs, and participants receiving financial support (including salaries and wages, tuition, and stipend) from project must be engaged in a rigorous RCR training program with Principal Investigator as required by NIH policies ([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 undergraduate students, graduate students, postdocs, and participants have received the required instruction.
2. Upon completion of the RCR course, individuals will submit *RCR Certification of Completion* form with proof of RCR training.

3. Compliance Unit will spot check and reconcile.

USDA National Institute of Food and Agriculture (USDA - NIFA)'s requirement: All PIs, program directors, faculty, undergraduate students, graduate students, postdocs, participants, and staff receiving financial support (including salaries and wages, tuition, and stipend) from project 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 PIs, program directors, faculty, undergraduate students, graduate students, postdocs, participants, and staff shall certify that they have completed CITI training (www.citiprogram.org).
2. Upon completion of the RCR course, individuals will submit certificate received from CITI or *RCR Certification of Completion* form with the certificate/proof as an attachment.
3. Compliance Unit will spot check and reconcile.