Research and Sponsored Programs Office Procedure

RESPONSIBLE CONDUCT OF RESEARCH (RCR) TRAINING – NIH AND NSF

The following procedures will be followed for funding received from ~~the~~ sponsors ~~listed belo~~that require training in RCR~~w.~~ ~~:~~

NATIONAL INSTITUTES OF HEALTH (NIH)

NIH requires that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive instruction in responsible conduct of research via ~~Requirements indicate that any NSF supported student or postdoctoral trainee must be engaged in~~ a rigorous training program with the Principal Investigator (PI) in order to request funding from a grant solicitation. This training must include a face-to-face component. 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](#)). Training must be completed no more than ninety (90) days after engagement on the project, and at least every four (4) years thereafter for the duration of the project.

NATIONAL SCIENCE FOUNDATION (NSF)

An institution must have a plan in place to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research. ~~Funded students and trainees shall engage in an RCR program that includes, a~~At a minimum, this RCR training shall include a Collaborative Institutional Training Initiative ([CITI](#)) course in the~~a~~ Responsible Conduct of Research module ~~appropriate to the student's respective area of research as instructed by their Principal Investigator~~. Training must be completed no more than ninety (90) days after engagement on the project, and at least every four (4) years thereafter for the duration of the project.

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 PI should review the CITI 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 Senior Research Officer will receive notification of completion from CITI.
3. The RCR Training Certification form can be provided with hire paperwork to the project's Grants Analyst along with new student hiring packet or stipend paperwork.

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