

Responsible Conduct in Research Training Plan

for Investigators, Students and Postdocs Conducting Federally Sponsored Research

Indiana State University (ISU) takes seriously its role in training future scientists. In support of this role and in response to new federal requirements¹ for ethics training, ISU has developed this "Responsible Conduct in Research Training Plan." Effective January 1, 2010, all undergraduate, graduate students and post-docs supported by NSF research funds must complete the Responsible Conduct in Research (RCR) training.

ISU utilizes the Collaborative Institutional Training Initiative (CITI) at University of Miami for RCR training purposes. Alternatively, from time to time the Office of Sponsored Programs may offer in-person training/discussion covering RCR that will fulfill this requirement. It is estimated that the RCR course in CITI will take between one and a half and three hours to complete. The CITI training program can be accessed via a link on the Office of Sponsored Programs website or directly at the following address:

<https://www.citiprogram.org>

When individuals log in to the CITI online training, they should be certain to take the series of modules labeled as RCR. Although the modules covering research with human subjects and research with animals are required by the IRB and IACUC for researchers engaged with humans or animal subjects, they will not be sufficient to complete the RCR training.

Procedures in place to support the above Plan:

1. Effective January 1, 2010, the Routing Form for Proposals and Contracts notifies investigators of the requirement for RCR training for all undergraduate and graduate students and postdocs supported by NSF funds.
2. The Office of Sponsored Programs (OSP) will encourage and support discipline-specific ethics training through training events and newsletters.
3. Using compensation and fee payments records, the Office of Grants and Contracts will identify students and postdocs supported by NSF accounts.
4. Students, postdocs, and the lead faculty investigator will be notified of the training requirement and directed to the CITI website to complete the "Responsible Conduct in Research (RCR)" module.
5. Students and postdocs will have 45 days from the time of notification to complete the training before their support from the NSF grant will be suspended.
6. OSP will maintain a record of the names of all persons completing the "Responsible Conduct in Research (RCR)" module.

1. Federal Register Announcement:

Implementation Plan: Effective January 4, 2010, NSF will require that, at the time of proposal submission to NSF, a proposing institution's Authorized Organizational Representative certify that the institution has a plan 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. While training plans are not required to be included in proposals submitted to NSF, institutions are advised that they are subject to review upon request. NSF will formally implement the new RCR requirement via an update to the NSF Proposal and Award Policies and Procedures Guide (PAPPG). It is anticipated that the revisions to the PAPPG will be issued on October 1, 2009. NSF also will modify its standard award conditions to clearly stipulate that institutions are responsible for verifying that undergraduate students, graduate students, and postdoctoral researchers supported by NSF to conduct research have received RCR training. In addition, NSF will support the development of an on-line RCR resource containing research findings, pedagogical materials, and promising practices regarding RCR in science and engineering. The development and

evolution of the ongoing online RCR resource will be informed by the research communities that NSF supports, and it will serve as a living resource of multimedia materials that may be used to train current and future generations of scientists and engineers in RCR. From [January 2010 Award & Administration Guide \(AAG\)](#), Chapter IV.B, Page IV-3:

Institutional Responsibilities

a. 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. As noted in GPG Chapter II.C.1.e, institutional certification to this effect is required for each proposal.

b. While training plans are not required to be included in proposals submitted to NSF, institutions are advised that they are subject to review, upon request.

c. An institution must designate one or more persons to oversee compliance with the RCR training requirement.

d. Institutions are responsible for verifying that undergraduate students, graduate students, and postdoctoral researchers supported by NSF to conduct research have received training in the responsible and ethical conduct of research.

From [January 2010 Grant Proposal Guide \(GPG\)](#), Chapter II.C.1e:

Certification Regarding Responsible Conduct of Research (RCR): The AOR is required to complete a certification that the institution has a plan 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.