Responsible Conduct of Research (RCR) for University Research Institutes & Centers (URIC)

Background:
Responsible Conduct of Research training is required for all undergraduates, graduate students, and post docs funded on NSF awards (proposed and submitted after January 4, 2010) and certain NIH awards (Training Grants, F32, NRSA, and certain K Awards). The responsibility for tracking completion of all requirements “follows the funding”, which means the URIC’s are responsible for tracking all undergraduates, graduate students, and post docs with appointments or funding in the URIC’s that meet the above criteria. Comprehensive training materials are provided by myHR Learn https://learn.northwestern.edu.

The components of required NSF training include web-based training provided by CITI, and, in the case of graduate students and post docs, instructor-led classroom training. Please visit http://www.researchintegrity.northwestern.edu/responsible-conduct-of-research-rcr-training for a complete list of the requirements for all undergraduates, graduate students, and post docs.

RCR Compliance for NIH Awards
https://oir.nih.gov/sourcebook/ethical-conduct/responsible-conduct-research-training

RCR Compliance for NSF Awards

Process Summary:

- Emails will be auto-generated to those required (undergraduates, graduate students, and post docs) with the training requirements and links to the training based on NSF funding for their positions.
- Tracking reports will be circulated to OR Center Administration and re-distributed to the URIC’s to enable follow-up and tracking. The report will identify all students and post docs required to complete either CITI and/or classroom training, the status of their completion, and the required date of completion.
- It will be important for URIC’s to track completion, as in all cases (undergraduate students, graduate students, and post docs), there will be financial implications to the URIC’s if students have not completed training by the prescribed due dates outlined below.

Undergraduate students

1. Undergraduate students funded on NSF grants are required to complete the web-based CITI training – Please see http://www.researchintegrity.northwestern.edu/responsible-conduct-of-research-rcr-training
2. Topics covered in the CITI web-based training include: authorship, collaborative research, COI, data management, mentoring, peer review, plagiarism and research misconduct.
3. Training must be completed within 60 days of the ‘earns begins’ date to satisfy the NSF compliance requirements.
   a. If training is not completed within 60 days, salary charged must be removed from the NSF grant and charged to the PI discretionary or unrestricted designated chartstring.
   b. Charging salary to NSF awards cannot resume until training requirements are fulfilled.
4. Online CITI training is the only requirement for undergraduate students
   a. It is important to note it is a requirement for NU as well as non-NU students.

Graduate students and post-doctoral trainees

1. A minimum of 4 hours of in-person instruction and completion of CITI web-based training is required. Exceptions must be approved by ORI for exceptional circumstances.
1. Graduate students are required to register for the instructor-led course through CAESAR.
2. Post doctoral fellows will register for the instructor-led course in the discipline most appropriate to their research through links from the Learn@Northwestern email they receive.

2. Specifically for URIC’s: The instructor-led classes (listed on myHR Learn [https://learn.northwestern.edu]) are offered through home departments (or, in the case of post-docs, also offered by NUCATS). It will be the responsibility of the PI and center administrator to ensure that the student or post doc REGISTER and COMPLETE all the requirements of the home department including the course in the appropriate discipline within the required timeframe. For some of the larger units the courses may be offered multiple times a year - others less frequently. It is imperative that this be an integral part of onboarding any NEW POST-DOC or STUDENT funded on NSF in the URIC’s to ensure the requirements are met within the given time period.

3. Required training for graduate students and post docs must be completed within one year of the salary ‘earns begins’ date charged to the NSF award.
   a. If all RCR training is not completed within one year of trainee first being charged on the award salary charged must be removed from the NSF grant and charged to the PI discretionary or unrestricted designated chartstring.
   b. This means that BOTH instructor-led training and web-based CITI training must be completed within the first year.
   a. If someone leaves before the one year deadline and has not completed the training, all salary charges will be removed from the award and charged to a center non-sponsored chart string.

Employment status vs. Student status

1. Employees currently charging effort/salary to an NSF award that also hold an active student status will appear on the compliance report.
   a. RCR compliance training is still required even if employee is not being paid as a student on NSF. Please contact Tamirah Gore and Corinna Raimondo for questions.

SOP – Tracking RCR Training Compliance Guidelines & Helpful Resources (Insert SOP Again)

1. To view a list of available RCR Instructor-Led (ILT) Training Courses, see Appendix A.
2. To register a new CITI account or link an existing CITI account using SSO (Single Sign On), see Appendix B.
3. To request an EXTENSION for NSF RCR Instructor-Led (ILT) Training Courses, see Appendix C. Please return completed form to Tamirah Gore tamirah.gore@northwestern.edu and Corinna Raimondo corinna.raimondo@northwestern.edu.

Syllabi Requirements

1. URIC’s will not provide a syllabi for ILT training courses. Students should follow the syllabi provided by the (PI) Faculty member and or the syllabi provided by the School/Home Department.

Training Requirements

1. Students are required to adhere to the NSF compliance standards established by the School/Home Department and Office for Research Integrity.
   http://www.research.northwestern.edu/ori/training/rcr/index.html