**Fitchburg State University**

**Responsible Conduct of Research Policy & Procedures (RCR)**

**POLICY**

The America COMPETES Act of 2007 established new guidelines that require research and education proposals to present a plan for "appropriate training and oversight in the responsible and ethical conduct of research." Faculty who receive federal funding to conduct research or to supervise student researchers or post-docs are responsible for ensuring all work is done in compliance with Fitchburg State University and governmental policies. All faculty researchers, post-doctoral scholars, undergraduate and graduate students supported by federal funds must be given proper training and oversight in the responsible and ethical conduct of research. This training must take place during the first year of employment or, if the period of employment is less than a year, must take place before the termination of the employment period. The researcher need not complete the tutorials in one sitting, but, again, must complete the course prior to the end of the employment period.

It is the responsibility of the PD/PI to determine what aspects of RCR training are most appropriate for their employees. The National Institutes of Health, for example, suggests that the RCR instructional program include the following topics: conflict of interest, responsible authorship, policies for handling misconduct, policies regarding the use of human participants and animal subjects, and data management. Please note that some federal grantors require researchers to complete training in relevant areas such as Human Subjects or Animal Care and Use.  PIs are encouraged to work with Fitchburg State’s Human Subjects Committee or Animal Care and Use Committee in devising their plans, if appropriate.

Since adherence to the highest ethical and moral standards in the conduct of research and scholarly activity is the expectation for all members of the Fitchburg State University community, we strongly suggest that all undergraduates engaged in research with faculty participate in RCR training.

**Training in Responsible Conduct of Research (RCR)**

Fitchburg State University uses the Collaborative Institutional Training Initiative Program ([CITI](https://www.citiprogram.org/default.asp?language=english)) at the University of Miami to satisfy this education and training requirement. The web-based courses are open to all faculty, staff, researchers, committee members, and students. Courses also exist for any research that requires IACUC or IRB approval.

 Fitchburg State University is responsible for tracking and verifying completion of this training for employees on Federal grants. Once the training is complete a copy of the certification should be printed and filed in the Grant Center.

**To Enroll in a Course**

1. Go to the CITI Program web page at <https://www.citiprogram.org/>

New users will begin by creating an account. Information on how to register for the first time may be found at the link below.

<http://citiprogram.desk.com/customer/portal/articles/163300-how-do-i-enroll-in-a-citi-course-for-the-first-time->

 Your organization affiliation or participating institution is Fitchburg State University

 During the registration process you will be asked to select your role in research. You should select the appropriate level, student or faculty/staff.

 The questions in **Step 7** enroll you in CITI Program courses. You will be presented with a series of questions or options that enable you to enroll in the Learner Group (course) appropriate to your interests or your role at the University. Select Responsible Conduct of Research from the presented menu.

• Human Subjects Course

• Animal Care and Use

• Responsible Conduct of Research

• Good Clinical Practice Course

• Health Information Privacy and Security (HIPS)

The next menu will ask if you are a student or a faculty/staff/administrator. Make the appropriate selection.

The page will ask if you want to take the pre-course assessment. This step is voluntary on your part.

The next page is the **Main Menu.** This page lists the course you have chosen. The Main Menu also provides a number of **Learner Tools** designed to help you. The CITI website does offer help and explanations for each of the tools if you have questions.

Click the **Title of the Course** to begin or continue the course. You may complete the modules at your own pace.

Complete the **Integrity Assurance Statement** presented at the top after clicking a course title. The system will allow you to start taking the course modules after completing it.

**Responsible Conduct of Research (RCR) – Basic Course**

The basic RCR course covers core RCR topics. It is discipline-neutral, meaning that the course is suitable for any person involved in research, ranging from upper-level undergraduates to established faculty. Particular emphasis is given to the educational needs of graduate students and postdoctoral researchers. You may at times be given an option to take a discipline specific version that you may complete at your discretion.

Complete the **Required Modules** and associated quizzes. Depending on your discipline specific requirements you may need to complete several Optional Modules.

When you complete all required modules successfully, you may print your completion report though the link: **Print Report** from your main Menu or your **Previously Completed Coursework** page.