

## **Responsible Conduct of Research Training Plan**

As of January 4, 2010, Kutztown University must certify that, at the time of proposal submission to NSF, the institution has a plan to provide training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who are supported by NSF funding. Kutztown University's Responsible Conduct of Research Training Plan is intended to meet the minimum requirements; Principal Investigators and Departments are encouraged to provide additional training. Principal Investigators are strongly encouraged to provide discipline specific mentoring during the course of the project. Mentoring may consist of informal or formal meetings to discuss a variety of topics such as pursuing further education, career counseling, publication practices, presentations, collaboration, and responsible professional practices.

Kutztown University encourages all students to become familiar with professional and ethical standards and expects students to adhere to these standards as they pursue scholarly activities. All students in research-oriented programs are encouraged to complete the Responsible Conduct in Research Training. As an element of professional development, faculty and students should discuss the important issues raised by this training. All undergraduates, graduate students, and postdoctoral researchers supported by NSF funding are required to complete the training modules and pass quizzes, within their discipline category.

Principal Investigators who receive NSF funding are responsible for identifying who on their grant requires RCR training. Investigators must monitor completion of RCR training and keep records of all training experiences.

The Responsible Conduct of Research (RCR) Training Plan requires completion of the RCR course offered through CITI at <https://www.citiprogram.org/>. Once the course is successfully passed by an NSF funded student or postdoctoral researcher, the CITI completion documentation must be printed and given to the Principal Investigator. The Principal Investigator must provide a copy of the documentation to the Office of Grants and Sponsored Projects.

Once registered with CITI, the appropriate version of the training program to complete must be selected: Arts and Humanities, Biomedical, Physical Science, or Social and Behavioral. The CITI RCR training may take between 2 – 4 hours to complete. A score of 80% must be achieved on quizzes to pass. Modules can be reviewed and quizzes can be taken over until a passing score is achieved.

Topics covered in the training include: Research Misconduct; Data Acquisition and Management; Publication Practices and Responsible Authorship; Peer Review; Mentor and Trainee Responsibilities; Conflicts of Interest and Commitment; and, Collaborative Research. Some general information regarding research with human subjects may be covered by the RCR training; however, that information does not satisfy the training requirement for research with human subjects. The researchers (PI and students) must complete the human subject research training program required by the IRB committee.

The U.S. Department of Health and Human Services, Office of Research Integrity is the federal agency responsible for overseeing the responsible conduct of research. ORI monitors institutional investigations of research misconduct and facilitates the responsible conduct of research (RCR) through educational, preventive, and regulatory activities. The Office of Research Integrity's website (<http://ori.dhhs.gov/>) has educational resources that can be used to assist researchers in understanding and teaching RCR.

Kutztown University's policy on research misconduct (<http://www2.kutztown.edu/prebuilt/apps/policyregister/policy.aspx?policy=ACA-067>) provides the members of this institution with a framework for reporting suspected incidents of misconduct, as well as investigating and adjudicating cases of misconduct in a fair, prompt, and consistent manner. The policy is intended to promote the principles of professional integrity, to prevent research misconduct, and to ensure that instances of misconduct are discovered, investigated, and censured as necessary.