

## **CUNY Research Policy: Training in Responsible Conduct of Research**

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### **1. Purpose**

The purpose of this policy is to set forth CUNY's requirements for training in Responsible Conduct of Research (RCR).

### **2. Training Requirements**

All CUNY faculty, staff, postdoctoral scholars, graduate and undergraduate students involved in research are required to complete training in RCR. The training requirements vary depending on the type of CUNY affiliation, as follows:

#### **2.1. Faculty and Staff On-line Training**

Faculty and staff members who are involved in research, regardless of funding, must complete CUNY-required modules of the Collaborative Institutional Training Initiative's (CITI) on-line training in RCR within six weeks of initiating their research activities. Instructions for completing this training are available at

<https://www.cuny.edu/research/research-compliance/training-education/citi-training/>.

##### **2.1.1. Refresher Course**

On-line RCR training certificates will be valid for four years. CUNY researchers are required to re-take the CITI RCR training course every four years.

##### **2.1.2. Subject Matter**

A list of CUNY's required and optional CITI RCR courses is available upon request.

#### **2.2. Postdoctoral Scholars**

Postdoctoral scholars who are involved in research, regardless of funding, are required to complete a two-step training in RCR:

##### **2.2.1. On-line Training**

Postdoctoral scholars must complete CUNY-required modules of the Collaborative Institutional Training Initiative's (CITI) on-line training in RCR within six weeks of initiating their research activities.

Instructions for completing this training are available at

<http://www.cuny.edu/research/compliance/training-education/citi-training.html>.

#### **2.2.1.1. Refresher Course**

On-line RCR training certificates will be valid for four years. CUNY researchers are required to re-take the CITI RCR training course every four years.

#### **2.2.1.2. Subject Matter**

A list of CUNY's required and optional CITI RCR courses is available upon request.

### **2.2.2. In-person Workshop**

Postdoctoral scholars must attend an in-person RCR training workshop within 12 months of completing the on-line training. The Office of the Vice Chancellor for Research offers a half-day RCR training workshop once every academic year. Additional sessions may be scheduled upon request by a CUNY College or Department.

Although the workshop is required for postdoctoral students, CUNY encourages research faculty, staff and students to attend the workshop.

#### **2.2.2.1. Subject Matter**

The RCR workshop includes presentations, discussion and case scenarios in the following areas:

- Research misconduct
- CUNY RCR training requirements
- Mentor/trainee responsibilities
- Peer review
- Publication practices & responsible authorship
- Data acquisition, management, sharing & ownership
- Conflict of interest & commitment
- Collaborative science
- Protection of human subjects
- Animal welfare
- Biosafety
- Export control

### **2.3. Graduate and Undergraduate Students**

Graduate and undergraduate students who are involved in research, regardless of funding, must complete CUNY-required modules of the Collaborative Institutional Training Initiative's (CITI) on-line training in RCR within six weeks of initiating their research activities. Instructions for completing this training are available at

<https://www.cuny.edu/research/research-compliance/training-education/citi-training/>.

### **2.3.1. Refresher Course**

On-line RCR training certificates will be valid for four years. CUNY researchers are required to re-take the CITI RCR training course every four years.

### **2.3.2. Subject Matter**

A list of CUNY's required and optional CITI RCR courses is available upon request.

## **3. Documentation of Training**

Researchers shall maintain records of their completion of training in RCR. Additionally, they must submit a copy of their training certificates to the appropriate officials as follows:

### **3.1. Research Integrity Officer**

Researchers must submit a copy of their RCR training certificates to their College's Research Integrity Officer (RIO). A list of the RIOs is available at <http://www.cuny.edu/research/research-compliance/research-integrity-officers>. The RIO for each CUNY College shall maintain documentation of completion of RCR training for all CUNY researchers affiliated with their respective College.

### **3.2. Grants Officer**

Researchers must submit a copy of their RCR training certificates with all grant proposals (internal or external) for which they are a principal investigator (PI) or a co-PI to the grants officer at their respective College. The grants officers shall ensure that the PI or co-PI of each grant application has completed the required RCR training in accordance with this policy.

## **4. Responsibilities of the Research Integrity Officer**

The RIO for each CUNY College shall be charged with the following training-related responsibilities:

### **4.1. Ongoing Training**

RIOs are responsible for providing ongoing training to the faculty, staff, postdoctoral scholars and students involved in research at their respective College.

#### **4.2. Guidance**

RIOs shall make themselves available to the faculty, staff, postdoctoral scholars and students at their respective College who seek guidance with regards to general or specific issues related to RCR.

#### **4.3. Maintaining Records**

The RIO for each CUNY College shall maintain documentation of completion of RCR training for all CUNY researchers affiliated with their respective College.

### **5. Responsibilities of Faculty Advisors**

The faculty advisors of students and trainees who are involved in research related activities shall be charged with the following training-related responsibilities:

#### **5.1. Ongoing Training**

Faculty advisors are responsible for providing ongoing training to their student and trainee researchers in RCR topics specific to their research setting. Such training may include interactive discussions during group meetings and/or one-on-one discussions.

#### **5.2. Guidance**

Faculty advisors shall make themselves available to their students and trainees who seek guidance with regards to general or specific issues related to RCR.

#### **5.3. Maintaining Records**

The faculty advisors shall maintain documentation of completion of RCR training for their students and trainees.

#### **5.4. Sponsor Requirements**

Faculty advisors must ensure that their students and trainees comply with sponsor requirements for RCR training. These include, but may not be limited to, the following:

**5.4.1. [National Science Foundation \(NSF\)](http://www.nsf.gov/pubs/policydocs/rcr/faqs_mar10.pdf):** NSF requires that all students and postdoctoral scholars who receive NSF funds complete RCR training. Details regarding NSF's requirements are available at [www.nsf.gov/pubs/policydocs/rcr/faqs\\_mar10.pdf](http://www.nsf.gov/pubs/policydocs/rcr/faqs_mar10.pdf).

**5.4.2. [National Institutes of Health \(NIH\)](http://grants.nih.gov/grants/guide/notice-files/not-od-10-019.html):** NIH requires that all trainees, fellows, participants, and scholars who receive support through any NIH training grant, career development award, research education grant, and dissertation research grant complete RCR training. Details regarding NIH's requirements are available at <http://grants.nih.gov/grants/guide/notice-files/not-od-10-019.html>.

## **6. Effective Date**

CUNY Policy for Training in Responsible Conduct of Research, which went into effect on August 1, 2012, required a refresher on-line course to be taken every five years. The new requirement to take the refresher course every four years goes into effect on August 1, 2016.

CUNY researchers who completed their last on-line training on or before July 31, 2012 are required to complete a refresher course by October 31, 2016.