

## University Policy: Responsible Conduct of Research

**Policy Category:** Academic/Research Policies

**Subject:** Appropriate educational experiences in the ethical conduct of research (i.e. instruction in how to conduct scientific investigations with integrity).

**Office Responsible for Review of this Policy:** Vice Provost for Graduate Studies and Research

**Procedures:** Compliance with NSF funded research projects **NOTE: link to document will be provided here**

### **Related Policy Statements:**

NSF policy statements: <http://www.nsf.gov/bfa/dias/policy/rcr.jsp>

NIH policy statements: <http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>

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## **I. SCOPE**

Policy applies to all persons at American University (faculty, staff, graduate and undergraduate students, and post-doctoral research associates) conducting research funded by the National Science Foundation (NSF).

## **II. POLICY STATEMENT**

To comply with the 2007 American COMPETES Act, Section 7009, effective January 4, 2010, all institutions must provide education in the Collaborative Institutional Training Initiative (in the) Responsible Conduct of Research (CITI RCR) if they receive funding from the NSF. Specifically, at the time of application for funding to the NSF, a proposal must include a plan that details the steps by which undergraduate and graduate students, as well as post-doctoral research associates supported by NSF funds will receive appropriate educational experiences in the ethical conduct of research. The plan for RCR education must also contain a description of institutional mechanisms for documenting the proposed RCR education plans for students and post-doctoral research associates supported by NSF funding.

## **III. POLICY**

All persons at American University conducting research funded by the NSF are required to participate and complete foundational on-line CITI RCR training. This

requirement is in effect for applications submitted to the NSF after January 4, 2010. The requirement must be completed within 60 days of the receipt of the award by the University. Similarly, persons at American University who are supported by specific kinds of NIH training fellowships (i.e., D43, D71, F05, F30, F31, F32, F33, F34, F37, F38, K01, K02, K05, K07, K08, K12, K18, K22, K23, K24, K25, K26, K30, K99/R00, KL1, KL2, R25, R36, T15, T32, T34, T35, T36, T37, T90/R90, TL1, TU2 and U2R) are required to complete foundational on-line CITI RCR training. This RCR training must be completed prior to the effective date of the appointment to the traineeship.

All graduate students at American University who are required to complete a master's thesis or doctoral dissertation as part of their Program of Study (POS) must complete foundational on-line CITI RCR training. A copy of the certificate of completion must be submitted to the Graduate Program Director at the time of submission of the thesis or dissertation proposal to the thesis or dissertation advisory committee and the Graduate Program Director. A copy of the RCR completion certificate must be retained in the student's file in the teaching unit. The University Research Compliance Manager will retain the CITI completion notification statement.

Principal Investigators (PIs), co-investigators (co-Is) and other senior members of research teams who will supervise students are strongly encouraged to complete foundational on-line CITI RCR training prior to the submission of an application to the NSF or other funding agencies that require RCR education. Documentation of completion of CITI RCR training must be provided to the Office of Sponsored Programs prior to the acceptance of the award by the University. For awards made to the University prior to January 4, 2010, PIs, co-Is, and other senior members of research teams are strongly encouraged to complete foundational on-line CITI RCR training. On all research awards requiring RCR training, the PI is responsible for identifying project staff and students who are mandated to receive RCR training and document completion of training prior to the completion of a hiring action.

**IV. EFFECTIVE DATE:**

**V. SIGNATURE, TITLE, AND DATE OF APPROVAL**

Approved:

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Name, Title

Date Approved: