

Training and Certification Plan for the Responsible Conduct of Research

Because responsible and ethical conduct of research (RCR) is critical for excellence and for public trust in science, education in RCR is considered essential in the preparation of future scientists and engineers. Consequently, *Hobart and William Smith Colleges requires that every undergraduate research student, graduate research student, or post-doctoral researcher complete training in accordance with the plan described below.*

This policy is consistent with current requirements of both the National Science Foundation and the National Institutes of Health, as well as with Section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Sciences (COMPETES) Act.

This policy is implemented as follows:

- In signing the Colleges' Proposal Authorization Form, each Principal Investigator submitting a proposal for external funding will acknowledge his/her responsibility to ensure that any research student funded by the grant completes the required training as described below.
- In signing the Colleges' Summer Research Program Acceptance Letter, each summer research student confirms that he/she will complete RCR training no later than two weeks after research begins.
- In co-signing a student's Summer Research Program Acceptance Letter, each faculty sponsor of a research student accepts responsibility to ensure that the student completes RCR training no later than two weeks after research begins.
- Each faculty mentor is responsible for determining which of the modules in the relevant RCR courses offered by the Collaborative Institutional Training Initiative (CITI) are required for students working under his/her supervision. *At a minimum*, each student must complete the Introduction to the Responsible Conduct of Research. In addition, students working with human or animal subjects must complete the modules covering responsible research in those areas. Typically, three or four additional modules will be required by the faculty mentor. The basic course options from which modules are to be selected are:
 1. Biomedical Sciences RCR Course for the Unaffiliated Learner, Basic Course
 2. Physical Sciences RCR Course for the Unaffiliated Learner, Basic Course
 3. Responsible Conduct of Research for Science Administrators, Basic Course
 4. Social and Behavioral Sciences RCR Course for the Unaffiliated Learner, Basic Course
 5. The CITI RCR Course for Students and Investigators in the Humanities, Basic Course
- Faculty serving as research mentors must identify the appropriate additional modules within each course prior to the start of paid research. Prior to initiating their training, students should consult with their faculty research mentor regarding which basic course to take.
- Students should complete this portion of their training no later than two weeks

after research begins.

Instructions to Complete RCR Training

1. Go to www.CITIprogram.org
2. Because HWS is not a “CITI affiliated” institution at this time, *do not* attempt to log into the site on this first page. Instead click on the blue “RCR Course” tab and, after reading the material, click on “Continue to Register for the RCR Course.”
3. Complete the three-step registration, including setting up a username and password.
4. Choose the course appropriate for your area of research and begin the study of the modules required by the faculty mentor.
5. Students do not have to finish the course in one sitting. Each module concludes with a quiz. Students should print the quiz answers and discuss them with their faculty mentor, who will determine whether the student should re-take the module and the quiz.

To complete the process, *each student must submit the Responsible Conduct of Research Training Verification Form to the Provost’s Office as soon as training is completed, but no later than two weeks after research begins* in the case of summer research. *The document should be accompanied by a screen print of the quiz scoring at the end of each module quiz.*

Responsible Conduct of Research Training Verification Form

Prior to beginning training, please discuss with your faculty mentor which basic course is appropriate for your area of research. Please also discuss with your faculty mentor if he or she recommends any additional discipline-specific modules.

After training, please *check the boxes* below for the modules that have been completed and submit it to the Provost's Office. **Every student conducting paid research must complete and submit this form. Existing and future grant funding to the College can be jeopardized if there are any exceptions.** If you have any questions about this process, please contact Christine de Denus (x3612; deDenus@hws.edu) in the Provost's office.

Responsible Conduct in Research Topics

- | | |
|---|---|
| <input type="checkbox"/> Research Misconduct | <input type="checkbox"/> Mentoring |
| <input type="checkbox"/> Data Management | <input type="checkbox"/> Peer Review |
| <input type="checkbox"/> Conflict of Interest | <input type="checkbox"/> Lab Animals |
| <input type="checkbox"/> Collaborative Science | <input type="checkbox"/> Human Subjects |
| <input type="checkbox"/> Responsible Authorship | |

Discipline Specific Courses

- | | |
|--|---|
| <input type="checkbox"/> Biomedical | <input type="checkbox"/> Social and Behavioral Research |
| <input type="checkbox"/> Physical Sciences | <input type="checkbox"/> Humanities |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Administration |

Faculty Mentor's Name

Student Researcher's Name

Faculty Mentor's Signature

Student Researcher's Signature

Date

Date