

Northern State University
Responsible Conduct of Research (RCR): Training Requirement
Office/Contact: Office of Grants and Sponsored Research, Director

1. Purpose

The National Science Foundation (NSF) requires that a proposing institution's Authorized Organizational Representative certify that the institution has "a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research¹." Per NSF policy and procedures, this document outlines Northern State University's (NSU) implementation of that requirement.

2. Policy and Procedures

All undergraduates, graduate students, and postdoctoral researchers working in activities supported by the NSF on awards made after January 4, 2010 are required to receive training in the Responsible Conduct of Research (RCR).

NSU will use the following **institutional responses** to meet the RCR requirement:

- i. RCR training through the Collaborative Institutional Training Initiative (CITI), and
- ii. Any subsequent course, workshop, or other appropriate training developed institutionally to satisfy the requirement. Activities will equal a minimum of one credit of coursework, but students will not be required to pay for such a credit.

All colleges and departments are required to use **institutional responses** to meet the requirement, unless a college or department chooses to develop or has a separate RCR course in place. Separate college or departmental requirements must meet or exceed the requirements as established in this document.

Dated CITI training certificates, with training and type received, are required. Principal Investigators (PIs) will certify that all undergraduates, graduate students, and postdoctoral researchers on NSF grants have received RCR training by verifying the completion of CITI training through certificates. Certificates will be stored in the Institutional Research Board (IRB) files, since CITI training is required by all researchers at NSU, but available to the PIs for verification. PIs will also work with the Coordinator Undergraduate Research (CUR) or cognizant Dean, who will assign/oversee/approve training, to determine appropriate supplemental training as identified in 2.ii. (see above).

3. Responsible Administrator

Oversight for the RCR requirement is delegated to the Associate Vice President of Academic Affairs, who is also responsible for maintenance and ad hoc review of this policy and procedures.

¹ NSF RCR. 2016. Responsible Conduct of Research. <http://www.nsf.gov/bfa/dias/policy/rcr.jsp> [Accessed: 27 June 2016].