



Research Integrity & Compliance (RIC)

FAQ - Institutional Requirements for Training on the Responsible Conduct of Research (RCR)

Effective January 4, 2010 the National Science Foundation (NSF) requires that all undergraduate and graduate students, as well as post-doctoral research fellows, who are submitting new proposals for NSF funding receive training in the Responsible Conduct of Research (RCR). Effective January 25, 2010, the National Institutes of Health (NIH) also adopted and expanded this requirement to include scholars. This FAQ has been created to assist USF researchers with ensuring compliance with the NSF and/or NIH requirements.

- **What is Responsible Conduct of Research?**

Responsible Conduct of Research (RCR) is defined by N. Steneck in [Introduction to the Responsible Conduct of Research](#) as “the practice of scientific investigation with integrity.” It “involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research.”

- **What topics will be covered in a Responsible Conduct of Research Course?**

The content of a workshop or online course in the Responsible Conduct of Research includes information on human and animal research, safe laboratory practices, conflicts of interest, research misconduct, mentor/mentee relationships and responsibilities, data acquisition, management and sharing, authorship and publications, collaborative research and peer review of research. Both methods of training involve the use of content as well as case studies to assist the learner in understanding the concepts.

- **Does USF offer instructor-led workshops on the Responsible Conduct of Research?** Yes.

Research Integrity & Compliance provides instructor-led workshops. A schedule of upcoming sessions may be found on the RIC Education Program website.

- **How can I schedule an instructor-led workshop for my college or department?** If you are interested in scheduling an instructor-led workshop on the Responsible Conduct of Research for your college or department, contact Research Integrity & Compliance at (813) 974-5638.

- **Does USF offer web-based courses on the Responsible Conduct of Research?** Yes. The University has partnered with the Collaborative Institutional Training Initiative (CITI Program) to provide researchers with web-based courses on the Responsible Conduct of Research. It is important to note, however, that the web-based program alone does not fully satisfy NIH requirements for RCR training (see below). Information about accessing the CITI Program may be found on the RIC Education Program website.
- **I am funded by NSF, but not NIH. How many hours of training are required?** NSF does not specify the number of hours required for training on the Responsible Conduct of Research. The online course via the CITI Program on the Responsible Conduct of Research will satisfy the NSF RCR training requirement. More information on the CITI Program may be found at: www.citiprogram.org.
- **I am funded by NIH, but not NSF. How many hours of training are required?** NIH specifies that 8 hours of training must be completed every 4 years. A substantive amount of this training must be in person. To satisfy this requirement, the researcher may complete the online course (the CITI Program) on the Responsible Conduct of Research for a total of (approximately) 2 hours, along with instructor-led workshops designated by the RIC as approved education on the Responsible Conduct of Research. To assist researchers in achieving compliance, RIC delivers periodic instructor-led RCR workshops. To register for an upcoming RCR live session, contact RIC at (813) 974-5638.
- **Does RCR training satisfy the Human Subject Protection (HSP) Education requirement of the USF IRB?** No. The RCR training and HSP education requirements are separate. Both the online portion of the RCR training and the HSP education requirements may be completed via the CITI Program Courses. Please note, however, that the CITI Program Course on RCR only partially satisfies the NIH requirements, as explained above. The CITI Program Course on RCR, alone, also does NOT satisfy the USF Human Research Protection Program policy regarding the Requirements for Human Subjects Research Protection Education.
- **I have taken the CITI Program Basic Course in Biomedical or Social & Behavioral Research (Human Subjects Protection Education (HSP)). Does this satisfy the RCR requirements?** No. The CITI Program Basic Courses and RCR training requirements are separate. Both the online portion of the RCR training and the HSP education requirements may be completed via the CITI Program Courses. The CITI Program Basic (and/or Refresher) Course is intended to satisfy the USF Human Research Protection Program policy requirement on human subjects protections education.
- **I am a faculty member and am currently funded by NSF only. Am I required to complete RCR training?** No. Per NSF, RCR training is required for undergraduate and graduate

students and post-doctoral research fellows only. Should your funding portfolio change, so may your requirements for education in the Responsible Conduct of Research.

- **I am a faculty member and am currently funded by NIH only. Am I required to complete RCR training?** In some instances, yes. Per NIH, “all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive instruction in responsible conduct of research.” See <http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html> for additional information.
- **I have completed the instructor-led workshop on the RCR. Where do I find my certificate?** Certificates are issued by Research Integrity & Compliance. Please contact Research Integrity & Compliance at (813) 974-5638 to obtain a copy of your certificate.
- **I prefer to take RCR training in person, but I am funded by NSF. May I attend the live RCR sessions that are coordinated by USF Research Integrity & Compliance?** Yes. The instructor-led workshops on the RCR will satisfy the requirements of both NSF and NIH. To find an upcoming instructor-led workshop on the RCR, visit the Research Integrity & Compliance website.
- **Where can I find more information about the NSF requirements for RCR?** NSF has created a comprehensive website to address frequently asked questions regarding their requirements for training in the RCR. The FAQs may be found at: <http://www.nsf.gov/pubs/policydocs/rcr/rcrfaqs.jsp>
- **Where can I find more information about the NIH requirement for RCR?** NIH has issued a notice regarding their requirements for training in the RCR. The notice may be found at: <http://grants1.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>
- **When should I begin training in the Responsible Conduct of Research?** Training in the Responsible Conduct of Research should begin prior to your appointment to a grant. This initial training may take place via the CITI Program or the instructor-led courses, when available. The CITI Program should generally be followed-up with one or more of the instructor led courses, as applicable per NSF and/or NIH policy (described above).
- **I have located a course that I feel may satisfy the RCR requirements. How do I find out if it meets the requirements?** Generally speaking, courses not presented by the USF RIC or via the CITI Program are not counted toward the RCR requirements. Courses must include not only instruction on human subject protections, but also on topics such as research misconduct, publication standards, data management and the like. If you feel that a course

may meet these requirements, please contact the Research Integrity and Compliance at 813-974-5638 or juliemoore@usf.edu for review and approval.

- **I have previously taken a course on the RCR at another institution. Will this satisfy the USF requirements for RCR?** The CITI Program courses on the RCR are fully transferrable with a certificate of completion. RIC will review courses not administered by the CITI Program on a case-by-case basis to determine whether the requirements are satisfactorily met by the course. Individuals interested in obtaining a determination on a previous course taken must submit documentation from the previous institution outlining the content of the training and must provide a certificate of completion. Requests for course review may be submitted to Research Integrity & Compliance at (813) 974-5638.

If you have additional questions about these requirements that have not been addressed in this document, or if you are interested in other opportunities for advancing your knowledge of the ethical conduct of research, please contact **Research Integrity and Compliance** at (813) 974-5638.