ST. MARY'S COLLEGE OF MARYLAND POLICY AND PROCEDURES
RESPONSIBLE CONDUCT OF RESEARCH COMPLIANCE PROCEDURE
Effective Date: December 7, 2016
Rev. March 26, 2024

Scope:

St. Mary's College of Maryland Responsible Conduct of Research Compliance Policy requires that faculty, staff, and students receiving research funds from the National Science Foundation (NSF), the National Institutes of Health (NIH), or any other research sponsor imposing Responsible Conduct of Research (RCR) requirements (see Applicability below) shall engage in a program of study in RCR that includes some or all of the following elements:

- Research misconduct and policies for handling research misconduct,
- Data acquisition and laboratory tools,
- Data management, sharing and ownership of data and research tools,
- Authorship and publication, including the peer review process,
- Conflicts of interest (personal, professional, and financial),
- The responsibilities and relationships of mentors and mentees,
- Collaborative research,
- Laboratory safety,
- Science and engineering in society: the scientist and engineer as responsible members of society and ethical issues in research and the environmental and societal impacts of scientific research,
- Policies regarding the use of human subjects in research,
- Policies regarding the use of vertebrate animals in research.

Applicability:

This policy is intended to meet the RCR training requirements of NSF, NIH and any other sponsors imposing RCR requirements as a funding requisite. This policy covers:

- NSF – This policy applies to all undergraduate students, graduate students, and postdoctoral researchers, whether as an employee, or other trainee, funded by new proposals submitted, or due, on or after January 4, 2010, to conduct research; it excludes, for example, conference, symposium, workshop, or travel proposals.
- NIH – This policy applies to the following NIH programs: 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. 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 RCR. This policy also applies to any other NIH-funded programs supporting research training, career development, or research education that require instruction in RCR as stated in the relevant funding opportunity announcements. This policy will take effect with all new and renewal applications submitted on or after January 25, 2010, and for all continuation (Type 5) applications with deadlines on or after January 1, 2011.

- Any other research sponsor imposing RCR requirements.

Procedures to meet RCR requirements:

Background and Guidance: NSF, by mandate of the United States Congress in the America Competes Act, Section 7009 requires that all undergraduate students, graduate students, and postdoctoral researchers supported by NSF research funding receive training in RCR. For further details, see: www.nsf.gov/bfa/dias/policy/rcr.jsp.

Similarly, NIH requires that 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 receive instruction in RCR. For further details see: https://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html.

NSF and NIH recognize that instruction in RCR occurs formally and informally in educational settings and that informal instruction occurs throughout the research training experience. Substantial face-to-face discussions among the participants; a combination of didactic and small-group discussions (e.g., case studies); and participation of faculty members during instruction in RCR as part of research training are highly encouraged. The *St. Mary's College of Maryland Responsible Conduct of Research Training Plan* explains the basic elements of RCR that should be considered by PIs training research participants. Use of materials such as The National Academies Press's *On Being a Scientist: A Guide to Responsible Conduct in Research* is also encouraged. While online courses can be a valuable supplement to instruction in RCR, online instruction is not considered adequate as the sole means of instruction.

Requirements: Online courses covering RCR are provided by the Collaborative Institutional Training Initiative (CITI) and are available to all Principal Investigators (PI) and research participants at St. Mary's College of Maryland (St. Mary's). It is **highly recommended** that all undergraduate students, graduate students, and postdoctoral researchers supported by NSF research funding and all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award, research education grant, or dissertation research grant complete an online RCR course through CITI. The Principal Investigator/Project Director (PI) should identify research participants for whom RCR training is required; those individuals should review the *St. Mary's College of Maryland Responsible Conduct of Research Training Plan* and complete the appropriate training. **It is the responsibility of the Principal Investigator/Project Director to ensure that all applicable research team members are informed of this requirement and that the requirement has been met.**

The Office of Research and Sponsored Programs will monitor completion compliance.

Access to CITI RCR training: CITI provides RCR courses, which help address RCR training requirements when combined with face-to-face mentoring on responsible and ethical conduct of research. All St. Mary's employees have access to these courses, which are customized into the following discipline-specific options: Biological Sciences, Humanities, Physical Science, Engineering, Social and Behavioral, and Administrative.

To access this training:

- Go to: www.citiprogram.org/.

- Register with CITI by entering 'St. Mary's College of Maryland' as your institution and completing the required fields. Registering with CITI will create a username and password. Feel free to say 'no' to the Continuing Education credit option (this option is at the discretion of individual users).

- Select the RCR course that is most appropriate for the research you will be conducting. If you cannot complete the training in one sitting, you can save and finish at a later time (i.e., you can stop and start as many times as you need).

- Once you have completed a course, you may view, print, or share a completion report. **It is recommended that you keep a copy of your completion report, but you do not need to submit the report**; the St. Mary's coordinator for CITI training can view completion reports for all completed courses.

- Jenn Kersch is the current St. Mary's coordinator for CITI training and will be happy to assist you and answer any questions.

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