Policy on Responsible Conduct of Research and Scholarship (RCRS)

The mandated RCRS training includes two phases. All faculty, students, postdocs, and research staff involved (or potentially involved) in research must complete Phase 1 (on-line CITI training https://www.citiprogram.org). In addition, graduate students, postdocs, faculty members, and research staff as described below must complete Phase 2 (8 hours of face-to-face training every 4 years or 2 hours annually).

1. Requirements

Ph.D. Students:
- One-time CITI training module – RCR in the Social and Behavioral Sciences (on-line CITI training @ https://www.citiprogram.org)
- 8 hours of in-person training during initial year of graduate program (PSY 504 First Year Seminar Series)
- After first year of program, 2 hours of in-person training annually, obtained through attendance and discussion of RCR topics at lab meetings and mentoring sessions with faculty advisor/lab manager, and/or through enrollment in any of the following courses: PSY 581, 582, 583, 584, 585, 586, 587, 588, 698, 699, 700, 701, 800.

Masters Students engaged in research:
- One-time CITI training module – RCR in the Social and Behavioral Sciences (on-line CITI training @ https://www.citiprogram.org)
- 8 hours of in-person training during initial year of graduate program (PSY 504 First Year Seminar Series)

Undergraduate Students involved in faculty supervised research or as research assistants:
- One-time CITI training module – RCR in the Social and Behavioral Sciences (on-line CITI training @ https://www.citiprogram.org)
- 2 hours of in-person training annually, obtained through attendance and discussion of RCR topics at lab meetings and mentoring sessions with faculty advisor/lab manager, and/or through enrollment in any of the following courses: PSY 273, 310, 380, 382, 383, 384, 386, 389, 399, 487, 495, 496.

Faculty, Postdocs, & Research Staff
- One-time CITI training module – RCR in the Social and Behavioral Sciences (on-line CITI training @ https://www.citiprogram.org)
- 2 hours of in-person training annually, obtained through attendance and discussion of RCR topics at lab meetings and mentoring sessions with faculty advisor/lab manager, or through instruction of any of the following courses: PSY 273, 310, 380, 382, 383, 384, 386, 389, 399, 487, 495, 496, 581, 582, 583, 584, 585, 586, 587, 588, 698, 699, 700, 701, 800.

2. *Record Keeping*

- **PHASE 1:** All faculty, students, post-docs, and research employees are required to provide proof of having completed the one-time CITI training module (RCR in the Social and Behavioral Sciences) by emailing the completion certificate to ***Psychology_RCRS@stonybrook.edu*** (subject line is last name of faculty member). *In addition, students, post-docs, and research staff are required to send the completion certificate to their faculty advisor(s) since advisors are responsible for ensuring that all their lab members are in compliance.*

- **PHASE 2:** Completion of the in-person training (8 hours every 4 years or 2 hours annually) is indicated by:

  (a) a passing grade in the relevant courses (for students) or through instruction of any of those courses (for faculty). See Section 1 for the lists of relevant courses.

  OR

  (b) participation in weekly research meetings with a RCRS in-person component. *Faculty members will maintain a list of the members of their research group (postdocs, research staff, visiting students, etc.) who attended.* It is not necessary to keep track of lab meeting attendance of Ph.D. Students, Masters Students, and Undergraduate Students who are completing the relevant courses listed in section 1.

Acceptable training topics and methods of discussion:

Types of Training:	In-Person Training Topics:
a. Lecture series/workshop b. Journal club c. Faculty meeting d. Lab meeting e. Department meeting	1. Conflict of interest 2. Mentor/mentee responsibilities & relationships 3. Collaborative research/collaborations w/industry 4. Peer review 5. Data acquisition & research tools; management, sharing, and ownership 6. Research misconduct & policies for handling misconduct 7. Responsible authorship and publication 8. The scholar as a responsible member of society, contemporary ethical issues, and the environmental and societal impacts of research in the discipline 9. Policies regarding human subjects, live vertebrate animal subjects in research, and safe laboratory practices 10. Other (please specify topic)

3. Notifications

Faculty: The assistant to the chair will notify all faculty of the RCRS training requirements at the beginning of each academic year.

Graduate Students: Doctoral and Masters students are informed of the RCRS training requirements during PSY 504 First Year Seminar and will be reminded of the requirements by the graduate program coordinator at the beginning of each academic year.

All other researchers: For all other researchers, it is the responsibility of the **faculty member** supervising the research project to inform all participants of the RCRS training requirements and make sure the requirements are met.