Stony Brook University
Renaissance School of Medicine
Responsible Conduct of Research and Scholarship Training Policy

Background

Stony Brook University Responsible Conduct of Research and Scholarship (RCRS) Policy requires members and certain visitors of the Stony Brook University community to complete educational training on the responsible conduct of research and scholarship. This training equips members with the tools necessary to conduct ethically sound and compliant research and scholarship.

While this campus policy originates in response to National Institutes of Health (NIH) and National Science Foundation (NSF) training requirements, it is the opinion of the University that training on responsible conduct of research and scholarship should be more comprehensive. Jointly issued by the Office of the Provost, the Office of the Senior Vice-President for Health Sciences, and the Vice-President for Research and Innovation, the policy requires each academic unit to develop its own Complementary Policy for implementing the RCRS Policy to allow for the most appropriate requirements for the faculty and students of that academic unit.

The educational program in RCRS consists of two components: (1) online training provided through the web-based Collaborative Institutional Training Initiative (CITI) and (2) in-person training (IPT). The policy outlines which members of the Renaissance School of Medicine (RSOM) are required to complete these training components, the required frequency of training, and the general content of the training.

Note: If an individual receives external grant support from an agency that requires RCRS training, they must comply with the agency's requirements, even if those requirements exceed the minimum standards set by Stony Brook University. Individuals must review the RCRS training policies set forth by the agencies funding their research.

For NIH grant recipients:
- On grants where a trainee is the Principal Investigator, the named faculty mentor retains responsibility for the trainee's compliance with RCR training requirements.
- On grants where a trainee is the Principal Investigator, and there is no named faculty mentor (e.g., K05, K12, K18, KL2 and TU2 programs), the relevant department chair retains responsibility for the trainee's compliance with this RCR training requirement.
- The NIH IPT guidance is for eight (8) hours every 4 years, or 2 hours annually.

Stony Brook University Responsible Conduct of Research and Scholarship
(https://www.stonybrook.edu/policy/_pdf/responsible_conduct_of_research_and_scholarship_policy.pdf)

This university-wide policy was developed to ensure the highest ethical standards for conducting research and scholarly activities on our campus. The RSOM will ensure that our community follows this policy. All members* of the RSOM community who participate in sponsored research and/or scholarly activity are required to complete a one-time online course in the Responsible Conduct of Research through the CITI website and to participate annually in an in-person RCRS training.

> ***RSOM Members***: *All faculty and trainees (students, residents, clinical and postdoctoral fellows) that are engaged in any sponsored research or scholarship.*

RSOM Training Requirements

The RCRS training involves two components:

1. **Online (CITI training)**: One-time completion of the online CITI training module titled "*Responsible Conduct of Research in the Biomedical Sciences*" is required for all faculty and trainees (students, residents, clinical and postdoctoral fellows) who engage in any sponsored research or scholarship.

   See Appendix A for details on accessing the CITI website.

2. **In-person training (IPT):** All faculty and trainees (students, residents, clinical and postdoctoral fellows) engaged in any sponsored research or scholarship must complete one hour of in-person training annually.

   Note: If an individual receives external grant support from an agency that requires RCRS training, they must comply with the agency's requirements, even if those requirements exceed the minimum standards set by Stony Brook University.

   In general, IPT should promote discussion, foster a climate of ethical conduct of research and scholarly activities, and provide opportunities for training. This training may include departmental or individual research group retreats, workshops, regularly scheduled seminars, or Zoom sessions that encourage dialogue and replicate the attributes of in-person interactions. Each department, collaborating departments, or individual research labs/teams will determine the specific methods for completing IPT. A successful program includes, as appropriate to the discipline, the following topics:
   - conflict of interest: personal, professional, and financial
   - mentor/mentee responsibilities and relationships
   - collaborative research, including collaborations with industry
   - peer review
   - data acquisition and research tools; management, sharing and ownership
   - research misconduct and policies for handling misconduct
   - responsible authorship and publication
   - the scholar as a responsible member of society, contemporary ethical issues and the environmental and societal impacts of research in the discipline
   - policies regarding human subjects, live vertebrate animal subjects, and safe laboratory practices

Each department, collaborating departments, or individual research labs/teams may choose to:
- Conduct the in-person training for their own research team,
- Have their department arrange training for all faculty and trainees (students, residents, clinical and postdoctoral fellows),
- Collaborate with one or more departments to provide joint training sessions,
- Attend the training through the Office of Faculty Development, or
- Attend an Office of Research Compliance training session.

Departments/Individual PIs may obtain suggestions for IPT training modules at:

1. In-Person Training Modules | Office of Research Compliance (SBU developed)
2. Resources | Office of Research Compliance (SBU suggested external links)
3. The Lab | ORI - The Office of Research Integrity (HHS Office of Research Integrity)
4. The Research Clinic | ORI - The Office of Research Integrity (HHS Office of Research Integrity)

Workshops offered by the Stony Brook University Office of Research Compliance (ORC):

1. Upon request, ORC will provide workshops on research involving animal subjects, research involving human subjects, research misconduct, financial conflict of interest, etc., in partial fulfillment of the RCRS. To request a workshop, contact ORC by emailing OVPR_RCR@stonybrook.edu.

2. Upon request, ORC will assist in the development, management, and organization of any GRD 500 series courses across disciplines. For assistance, email OVPR_RCR@stonybrook.edu or contact Rebecca Dahl, Assistant Vice President for Research Compliance and Innovation, at rebecca.dahl@stonybrook.edu.

Documentation of in-person training (IPT)

Option 1: For faculty and trainees attending the IPT facilitated by ORC, ORC will identify individuals required to complete the training and will track, monitor, and report their training completion data.

Option 2: For all other IPT options, after completing IPT in RCRS, each individual is responsible for entering their IPT activity in the ORC university-wide database at:
https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV_bxe2wM1SlH58W8t

ORC will identify individuals required to complete the training, maintain the RCRS database, track, monitor, and report training completion data.

Appendix A: Instructions for Accessing the CITI Online RCRS Training

A. How to Log in to the CITI Program to Complete the Online Training

1. Go to **htps://www.citiprogram.org**.

2. In the upper right corner of the screen, click "**Log in**".

3. Click "**Log in Through My Organization**" located below the CITI Program logo.

4. In the search box, type "**SUNY - University at Stony Brook**" and select "**Continue To SSO Login/Instructions**".

5. On the next screen, enter your Stony Brook NetID and Password.

B. How to Find the Required CITI Course

1. Once logged in to the **SUNY – University at Stony Brook** page, under "**Learner Tools for SUNY – University at Stony Brook**", select "**Add a Course**."

2. The next page will display several menu options. Click the box next to "**I want to complete an RCR Course at this time**, and then click "**Next**" at the bottom of the page.

   Note: Do not be concerned by the message stating, "*This course does NOT satisfy SBU Human Subjects training requirements*."

3. Click the "**Basic course**" button, then click "**Next**" at the bottom of the page.

4. You will reach a page asking you to select the course most closely related to your discipline.

   Click the box next to "**Biomedical Sciences Course in the RCR**", and then click "**Next**" at the bottom of the page.

5. The next page will display webinar options. To skip this step, click "**Next**" at the bottom of the page.

6. The next page will display the enrolled **Biomedical Sciences Course in the RCR** for you to complete.

Note: You only need to complete this course once, so you may disregard the expiration date on the completion certificate.