

Interim Policy
National Science Foundation
Responsible Conduct of Research Training Requirement
University of Kentucky Compliance Process

Background. The America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education and Science (COMPETES) Act was signed into law in August 2007. Section 7009 requires that “each institution that applies for financial assistance from the National Science Foundation for science and engineering research or education describe in its grant proposal a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project.” These individuals are referred to collectively as “Students” below.

Key features:

- Each institution must have an education plan
- The plan is not required to be included in each proposal, but is subject to NSF review
- One or more persons must oversee compliance
- There must be verification that each Student has received the training

Applicability. Proposals submitted to NSF on or after January 4, 2010

University of Kentucky Plan. The University of Kentucky will meet this requirement by using the Responsible Conduct of Research (RCR) Course provided by the Collaborative Institutional Training Initiative (CITI). CITI is a web-based training tool that has been utilized by UK for many years to provide Human Subject Protection training. There is no cost to the Student or the University for the use of CITI. The University will likely develop a different plan in the future that will include a more customized and varied approach to RCR training.

To use CITI, the Student first chooses one of the discipline areas below:

- Biomedical
- Social and Behavioral
- Physical Science
- Humanities
- Engineers

The Student must then complete each module and pass tests covering the material:

1. Introduction to Responsible Conduct of Research
2. Research Misconduct
3. Data Acquisition and Management
4. Responsible Authorship
5. Peer Review
6. Mentoring
7. Conflicts of Interest
8. Collaborative Research

Instructions for using CITI are attached, including contact information for assistance.

Responsibilities. The Principal Investigator is responsible for informing each Student of this requirement and ensuring that the training is completed within three months of beginning work on an NSF grant, by the end of the academic year or the end of the grant period, whichever occurs first.

Each Student supported by an NSF grant must log into CITI, complete each module and pass the tests. This must be done within three months of beginning work on an NSF grant, by the end of the academic year or the end of the grant period, whichever occurs first.

The Office of Sponsored Projects Administration will include information about the requirement with each new NSF account. When a student successfully completes the CITI RCR course OSPA will receive notice. OSPA will periodically review a list of Students supported by NSF grants and select samples to verify that each Student has completed the CITI course.

Please note that RCR is in addition to any other research compliance training that may be required of the Student (e.g., human subjects protection, care and use of animals, laboratory safety, etc.)

For questions regarding CITI registration contact the Office of Research Integrity (ORI):
Crystal McClure, cdmay1@email.uky.edu, 859-257-9428
Stephanie Morris, samo222@uky.edu, 859-257-0582
Belinda Smith, belinda.smith@uky.edu, 859-323-2446

For questions regarding the NSF requirements for RCR Training, contact OSPA:
Deborah Davis, Deborah.davis@uky.edu, 859 257-8311

RCR

Choose the version of RCR most applicable to your area of research.

Select Curriculum - University of Kentucky

Responsible Conduct of Research - select the option applicable to your area of research.

Covers topics such as research misconduct, conflict of interest, mentoring, collaborative science, responsible authorship, etc. Required for some academic programs, grants, or funding opportunities.

Please print and retain documentation of course completion for your files. RCR training records are also provided to the U.K. Office of Sponsored Projects Administration (OSPA) as documentation

Contact the Office of Sponsored Projects Administration (OSPA) at 859-257-8311 with questions. [RCR training does not meet the IRB training mandate]

Choose one answer

- Biomedical Responsible Conduct of Research Course
- Social and Behavioral Responsible Conduct of Research Course
- Physical Science Responsible Conduct of Research Course
- Humanities Responsible Conduct of Research Course
- Administrators Responsible Conduct of Research Course
- Engineers Responsible Conduct of Research Course
- No RCR course needed at this time.

Next Question

Start Over

At any time you may **Start Over** to select a different course, **Cancel** to return to the **Main Menu** or **Add a course or update learner groups** to enroll in available courses.

The **Main Menu** displays the courses you are enrolled in for the University of Kentucky. This Main Menu will be displayed each time you log into CITI.

CITI Collaborative Institutional Training Initiative

[Main Menu](#) | [Select Language](#) | [Logout](#)

Main Menu

- This is the email address we have for you: sbelin0@uky.edu. If this is not correct, please [edit or change your email address](#) now.
- You are affiliated with 1 participating institution(s) on the CITI website. You will have at least one **grade book** per institution to track your progress in meeting the institution's coursework requirements (see below).

[Affiliate with another institution](#) ⓘ | [Change login information](#) | [CME/CEU credits](#)

University of Kentucky ⓘ [View University of Kentucky instructions page](#)

You have enrolled for the following courses:

ⓘ My Courses	Status	Completion Reports	ⓘ Voluntary Satisfaction Survey
Human Research	Incomplete - Re-enter	Not Earned	Not Available

ⓘ [Add a course or update your learner groups for University of Kentucky](#)

University of Kentucky Learner Utilities

- ⓘ [Optional Modules](#) (completion is completely voluntary and will not count toward a completed course)
- ⓘ [Update my profile information for University of Kentucky](#)
- ⓘ [Previous Coursework Completed](#)
- ⓘ [CME/CEU credits for human subjects protection coursework](#)
- ⓘ [Remove my affiliation from University of Kentucky](#)

Click on the "Status" column to Enter or Re-enter the course in which you are enrolled.

Upon entering your course, the “**Grade Book**” will be displayed which will track progress of module completion. Before beginning the course modules you will be prompted to complete the required **Integrity Assurance Statement**. CITI allows you to complete the course at your own pace. At any time while working on a group of modules, you are able to quit and return to the course at a later time. However, you must quit after taking the quiz for a particular module, not **DURING** the taking of that quiz, or your answers will not be recorded.

Upon successful completion of the course in which you are enrolled, click on Completion Reports to print a Course Completion Certificate. PRINT THIS REPORT FOR YOUR RECORDS! This is your certificate of completion of the applicable training.

Retain your CITI username and password in a secure location so that it will be available to you for potential future use.

UK Contacts:

For questions regarding CITI registration contact the Office of Research Integrity (ORI) at:

Crystal McClure

Helene Lake-Bullock

Belinda Smith

cdmay1@email.uky.edu

hlbullo@uky.edu

belinda.smith@uky.edu

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7/2010