

CAS COMPLEMENTARY POLICY: RESPONSIBLE CONDUCT OF RESEARCH AND SCHOLARSHIP

Stony Brook University [Policy P211](#), jointly issued by the Office of the Provost, the Office of the Senior Vice President for Health Sciences, and the Vice President for Research, is designed to equip members of the Stony Brook University community with the tools necessary to conduct ethically sound and compliant research and scholarship. This policy was developed to ensure the highest ethical standards for research and scholarship on our campus. All members of the university community, as well as certain visitors, are required to complete educational training on the responsible conduct of research and scholarship (RCRS).

While the 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 in responsible conduct of research and scholarship should be comprehensive. Each academic unit is required to develop its own Complementary Policy for implementing P211 in a manner appropriate for the faculty, staff, and students of that academic unit. The CAS Complementary Policy ensures compliant completion of RCRS training for CAS faculty, postdoctoral associates, research staff, graduate students, undergraduate students, and visitors involved in research and scholarship. However, ALL PERSONS BENEFITING FROM EXTERNAL GRANT SUPPORT FROM AN AGENCY WITH A RCR TRAINING COMPONENT MUST MEET AGENCY POLICIES, EVEN WHERE THEY EXCEED UNIVERSITY, COLLEGE, OR DEPARTMENT REQUIREMENTS

TRAINING COMPONENTS AND DOCUMENTATION

Training in responsible conduct of research/scholarship consists of two components: (i) one-time completion of an online module; and (ii) in-person training. Any activity intended to fulfill the RCRS training requirement must be supported by appropriate documentation (attendance, topics covered, etc.) in a departmental database. Each department must identify an individual or group responsible for identifying and notifying persons required to complete RCRS training and for maintaining accurate, verifiable records regarding individuals' completion of CITI and IPT training requirements.

1. Online training (CITI)

Each faculty member, student, postdoctoral researcher, member of research staff, and visitor who is involved in research/scholarship and/or who supervises students in research/scholarship is required to complete the one-time-only, web-based Collaborative Institutional Training Initiative (CITI) training, choosing the Responsible Conduct of Research module that is most appropriate to their research area (Biomedical Sciences, Engineering, Humanities, Physical Sciences, Social and Behavioral Sciences). This requirement is independent of other CITI modules that may be required for specific projects.

Instructions for accessing the CITI RCR modules can be found here:

https://www.stonybrook.edu/commcms/cas/faculty_and_staff/research/CITI-RCRS-training.php

Completion of the CITI requirement must be recorded in the departmental database. This completion will also be recorded in a central SBU database.

2. In-person training (IPT)

Each member of the community involved in research/scholarship is also required to complete in-person training (IPT). IPT consists of face-to-face interactions designed to promote discussion, foster a climate of ethical conduct of research and scholarly activities, and provide efficient opportunities for training. This training may take the form of department retreats, workshops, or regularly scheduled seminars. Graduate students' involvement in research/scholarship should be documented through satisfactory completion of an IPT training course such as GRD 500 or an alternative course designated by the department.

The specific IPT training requirements and activities for fulfilling them are defined by each department, although anyone benefiting from external funding must fulfill the requirements of the funding agency in addition to departmental requirements.

3. Documentation

Each department must designate an individual or group responsible for identifying and notifying persons required to complete RCRS training and for maintaining accurate, verifiable records regarding individuals' completion of CITI and IPT training. CITI completion will also be recorded in a central SBU database. Fulfillment of RCRS requirements will be taken into account in consideration of faculty for merit and/or bonus salary increases.