

Women's, Gender & Sexuality Studies (WGGS) Department RCRS Policy

The Office of the Provost, Office of the Senior Vice President for Health Sciences and Office of the Vice President for Research/Office of Research Compliance require each department at Stony Brook University to develop a policy for Responsible Conduct of Research and Scholarship (RCRS).

Background:

[Stony Brook Policy 211](#) requires members and certain visitors of the Stony Brook University community to complete educational training on the responsible conduct of research and scholarship in order to equip members with the tools necessary to conduct ethically sound and compliant research and scholarship.

While this campus policy originates in response to National Institute 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, the policy requires each academic unit to develop its own Complementary Policy for implementing P211 to allow for the most appropriate requirements for the faculty, staff and students of that academic unit.

The educational program in RCRS involves two (2) components: on-line training provided by the web-based Collaborative Institutional Training Initiative (CITI) and in-person training (IPT). The federal IPT guidance is for eight (8) hours every 4 years, or 2 hours annually. The policy below outlines who is required to complete these training components, the required frequency of such training, and the general content of the training. Please note: If a person is receiving external grant support from an agency with a RCRS training requirement, they MUST follow the requirements set forth by the agency. It is important for individuals to review the RCRS training policies set forth by the agencies funding their research.

Responsible Conduct of Research and Scholarship Policy For the WGSS Department

This department is interdisciplinary, comprising faculty and graduate students with varying disciplinary focuses in both social sciences and humanities

For all faculty and graduate students involved research and/or mentoring activities, we require the following:

Faculty and staff involved in research and/or mentoring activities:

- One-time CITI training—RCRS Social Science or Humanities Module
- Faculty should complete 2 hours of IPT training annually in faculty and staff meetings. A designated faculty member will be responsible for organizing two faculty/staff meetings where all the facets of the RCRS will be addressed.

Graduate Students engaged in social science and humanities research:

- One-time CITI Training—RCRS Social Science or Humanities Module. Students will forward their completion certificate to the GPD who will be charged with keeping track of this.
- Doctoral students should complete 2 hours IPT training per year as determined by required courses within the curriculum.
 - All doctoral graduate students are required by their second year in the program to take the WGSS teaching practicum (WST 698), which addresses general issues of ethics, as well as WST 680 (Interdisciplinary Methods), which offers training in proper conduct regarding intellectual property and treatment of data. Fulfillment of this requirement will be documented by completion of these courses with a satisfactory grade.
 - In general, discussion of responsible conduct of research will include where appropriate: values, standards and practices; responsible authorship and publication; the treatment of data; conflict of interests; relevant ethical issues including plagiarism; peer review; intellectual property; the role of faculty as student mentors; good supervisory and teaching practices; appropriate professional relationships and resolution of mentoring dilemmas.

The Department Chair will notify all constituencies of CITI and IPT training by Stony Brook University's email system at the start of their employment or acceptance in the program.

All WGSS undergraduate students involved in faculty supervised research will also complete a CITI training module and receive In Person Training from the researcher with whom they work. Faculty will mentor/advise such students in the course of research projects.

RECOMMENDED IPT VIDEOS

The department recommends that all faculty and graduate students view the following IPT training videos located at [this link](#): “Plagiarism,” “Ownership and Authorship,” “Mentoring,” “Integrity in Scholarship” and “Responsible Conduct of Research Involving human Subjects.”

RESEARCH MISCONDUCT

[Stony Brook Policy 210](#) addresses research misconduct, including what constitutes such conduct and how to report it. Faculty and graduate students in the WGSS Department are encouraged to familiarize themselves with this policy and to report any possible misconduct. The department chair shall serve as the Research Integrity Officer (RIO) identified in this policy.

Finally, faculty who have completed IPT training will be able to document having done so through filling in their completion on the spreadsheet in a google drive. Each faculty member may fill in their own IPT activities.

This policy is subject to further review and revision by the department as necessary.