**Allegheny College’s Responsible Conduct of Research Plan and Instructions**

*The following plan has been prepared in response to Chapter IV.B. of the National Science Foundation Proposal and Award Guide, a new section of the guide published in October 2009 that provides NSF’s implementation of Section 7009 of the America COMPETES Act regarding responsible conduct of research (RCR). This new addition to the guide takes effect on January 4, 2010. Although NSF’s implementation of the plan is specific only to NSF grant submissions on or after January 4, 2010, the College has elected to implement the following policy on a pilot basis beginning in January 2010, regardless of source of funding.*

Beginning on January 4, 2010, Allegheny College undergraduate students participating in paid research, supported either by the college with internal funding sources or by external sources such as grants, must participate in training in the responsible conduct of research. At a minimum, students must complete **one** of the following free courses offered by the Collaborative Institutional Training Initiative (CITI). The basic course options are:

1) Biomedical Sciences Responsible Conduct of Research Course, Basic Course

2) Social and Behavioral Sciences Responsible Conduct of Research Course, Basic Course

3) Humanities Responsible Conduct of Research Course, Basic Course

4) RCR for the Sciences

Faculty serving as research mentors may recommend additional modules as appropriate. It is anticipated that the basic course, which consists of multiple modules, will take 3 to 8 hours to complete. It is not necessary to complete all modules at once. You are able to save your work and return to it later. Students may complete this portion of their training on their own schedule, either prior to initiating the paid research work or in the early weeks of conducting the paid research work. For research conducted in the summer, the RCR modules must be completed by either June 15th or June 30th depending on your summer research funding source. The specific date for completion of the CITI modules is stated in the award letter from the Provost and Dean of the College.

Prior to initiating their training, students should consult with their faculty research mentor about which basic course to take. Generally, students in the Natural and Social Science should complete the “RCR for the Sciences” course and students conducting research or doing projects in the Arts and Humanities should complete the “Humanities Responsible Conduct of Research Course.”

**To begin:**

1. Go to [www.CITIprogram.org](www.CITIprogram.org%20)

2. Click on **Register Here.** When asked for your institutional affiliation, use the pull down menu to select **Allegheny College**. After completing the remaining registration steps, click on the **Submit** button.

3. The next page requests information used by Allegheny for record keeping. Please note that only the starred information is required, although you may choose to provide additional optional information. Using the pull down menu, please identify your major role in research. At Allegheny, the major roles are principle investigator, undergraduate student researcher, or IRB member. Please click on **Submit** once you have completed this page.

4. The next page will determine which modules you need to complete for your RCR training. For question 1, click on the appropriate learner group based on your role and the type of any human subjects activities you will conduct. For students not conducting human subject research or minimal risk research select the last option “Students conducting no more than minimal risk research.”

5. Next, in response to question 2, click on the RCR Course that you plan to complete: Biomedical RCR, Social and Behavioral RCR, Humanities RCR, or RCR for the Sciences. The Responsible Conduct of Research Courses contain a series of modules identifying ethical dilemmas for a variety of types of research. You do not have to finish the course in one sitting. The program recommends that you spend about an hour and a half on the course at a time. Remember your user name and password so you can come back to the modules at a later date.

To receive certification of successfully completing the RCR training modules, you must have an overall score of 80 or 85%, depending on the course. You may retake a module as often as you wish. Once you have completed the certification, you will have the option of printing a certificate. CITI will notify the Allegheny administrator when you have been certified and the date of certification. Please note that individual scores and number of attempts will NOT be reported to the Allegheny administrator.

If you have questions, please consult with your faculty research mentor or contact Lee Coates (lcoates@allegheny.edu).

Students conducting research with Human Subjects should contact the Allegheny College Institutional Review Board committee as you are required to submit a proposal to the IRB committee prior to starting your research. There may also be additional CITI modules that need to be completed.