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 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, regardless of whether their research is in a humanities, social science, or natural science discipline, must complete the **"Responsible Conduct of Research (RCR)"** offered by the Collaborative Institutional Training Initiative (CITI). Please note that students who completed the CITI modules for "Students conducting no more than minimal risk research – Class Projects" still must complete the RCR course as there are additional modules in this course.

> Responsible Conduct of Research (RCR) Course Introduction (ID: 1522)
> Authorship (RCR-Basic) (ID: 16597)
> Collaborative Research (RCR-Basic) (ID: 16598)
> Conflicts of Interest (RCR-Basic) (ID: 16599)
> Data Management (RCR-Basic) (ID: 16600)
> Mentoring (RCR-Basic) (ID: 16602)
> Peer Review (RCR-Basic) (ID: 16603)
> Plagiarism (RCR-Basic) (ID: 15156)
> Research Involving Human Subjects (RCR-Basic) (ID: 13566)
> Research Misconduct (RCR-Basic) (ID: 16604)
> Using Animal Subjects in Research (RCR-Basic) (ID: 13301)
> Research, Ethics, and Society (RCR) (ID: 15198)
> Responsible Conduct of Research (RCR) Course Conclusion (ID: 1043)

It is anticipated that the RCR course, which consists of the 13 modules shown above, will take at least 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 course modules must be completed by 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.

To begin:

1. Go to www.CITIprogram.org

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 research you will conduct. For students (and Faculty) not conducting human subject research or minimal risk research, select the last option "Students conducting no more than minimal risk research." Note: Students and Faculty conducting **any type of 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 and there are additional CITI courses that need to be completed before you submit a proposal to the IRB. Students and Faculty conducting research with rats, mice, or lower vertebrate animals will need to have their protocol approved by the Allegheny College "Animal Review Committee." However, there are no additional CITI courses for Students or Faculty conducting research on those animals, beyond completing the RCR course.

5. Next, in response to Question 2, click on the Responsible Conduct of Research Course. Once you have done this and depending on what you selected in Question 1, there will be additional courses listed besides the "Responsible Conduct of Research Course." However, the RCR course is the only one you need to complete unless otherwise instructed by the Allegheny College IRB. The RCR contains a series of 13 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 for successfully completing the RCR training modules, you must have an overall score of 80%. You may retake a module as often as you wish, until you reach 80% correct answers. Once you have completed the RCR course (successfully completed all the individual modules) you will have the option of printing a completion certificate. You don't need to do this as CITI will notify the Allegheny administrator when you have been certified, along with the date of certification. Please note that individual scores and number of attempts will NOT be reported to the Allegheny administrator. Students and Faculty mentors must take the RCR course every three years, so if you have taken the RCR course recently, in one of the previous two summers, you do not need to take the RCR course again.

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