Training of Undergraduates in Responsible Conduct of Research

Policy/Procedure

PURPOSE:
To describe Dickinson’s policy on the training for undergraduates in responsible conduct of research as required by a) the National Science Foundation (NSF), NIH, and other federal agencies under Section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act (42 U.S.C. 1862o–1), and b) by the College’s Research and Development (R&D) Committee.

POLICY: Dickinson College Plan for the Responsible Conduct of Research

Dickinson College expects its faculty, students and staff to adhere to the highest ethical and professional standards in the conduct and management of research. Anyone whose research is supported by internal or external funding is responsible for compliance with the College plan for the training and oversight of students supported by such funding in the responsible conduct of research.

1. To meet the requirement for training, Dickinson College expects that students participating in the research of grantees receiving such funding will complete successfully the training courses provided by the Collaborative Institutional Training Initiative (CITI) web-based curriculum appropriate to their discipline. Those students participating in NSF and other federal funded projects must successfully complete the course provided for “Federal Grantees.” Faculty grantees/mentors must engage with their student collaborators during the course of the CITI training, and discuss case studies and other issues presented there, as appropriate.
   a. Grantees are encouraged to supplement the CITI training with other texts, case studies and materials as appropriate to their discipline or research. For

1 "Certification Regarding Responsible Conduct of Research (RCR): The AOR is required to complete a certification that the institution has a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research.” http://www.nsf.gov/pubs/policydocs/pappguide/nsf10_1/aag_4.jsp?ifmr
2 See NIH policies and requirements on RCR training at: http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html
3 See the Office of Science and Technology Policy (OSTP) “Federal Policy on Research Misconduct” http://ori.hhs.gov/federal-research-misconduct-policy
example, scientists might wish to make use of "On Being a Scientist" in training their students and discuss the case studies presented there.

b. Faculty grantee/mentors are encouraged to require their students to take various “optional” CITI courses as appropriate to their discipline or research.

c. Student’s participating in research supported by federal funds for science projects may not exclude any aspect of their CITI training course.

d. Grantees under certain NIH funding mechanisms must include face-to-face training on RCR issues. Faculty may use texts and case studies for this purpose, such as a) "On Being a Scientist" and b) “Moral Reasoning in Scientific Research: Cases for Teaching and Assessment” which includes case studies, checklist/evaluations, and discussion materials for educators.

e. Students participating in research supported by federal funds for non-science projects (generally Division I and II) may request exclusion from certain training modules, and be approved on a case by case basis by the RCR Coordinator. In this case, explain the reason for the exclusion on the Dickinson RCR Training Certification Form. For instance, a faculty grantee/mentor whose research that does not involve animals or human beings as subjects could argue to exclude the “Human Participants and Animal Subjects in Research” materials.

f. Student research collaborators are expected to complete this requirement before the end of the first week after the start of the grant, and must document that they have done so by submitting the RCR Training Certification signed by both the student and the faculty grantee/mentor.

g. If any training has been excluded, then the grantee must include an explanation for the exclusion. This explanation may, or may not be acceptable to the RCR Coordinator, and additional training may be required.

h. Student’s participating in research collaborations need to take the CITI-RCR training only one time. For example: if a sophomore completes the RCR training for an R&D funded project, she/he need not repeat the RCR training if she/he is involved in an NSF-supported project during the senior year.

i. CITI RCR Certifications are automatically forwarded to the RCR Coordinator in Academic Affairs.

j. Additional Dickinson RCR Certification Forms (in the case of NIH grants) should be sent to the RCR Coordinator in Academic Affairs.

2. To meet the requirement for oversight, Dickinson College expects faculty grantees to oversee their student research participants by serving as mentors who supervise, guide, and instruct the students supported under their NSF, R&D or other grant.

---

5 A copy of the reading is available at National Academies Press web site.
6 Free PDF download copies are available at http://poynter.indiana.edu/mr/mr-main.shtml.
3. The RCR requirement flows down to all subawardees, including international organizations. If there are undergraduates, graduates, and postdoctoral researchers supported on the award to conduct research, they must be trained in the responsible conduct of research. The Sponsored Projects Group will coordinate with the RCR Coordinator to ensure that RCR requirements are met.

Related Information

History/Revision Information

Responsible Division/Office: Office of the Provost and Dean, Sponsored Projects Group
Effective Date: 4 January 2010
Last Amended Date: 21 April 2014
Next Review Date:
Also Found In: