

## **Responsible Conduct of Research (RCR) Training Policy**

Effective January 4, 2010, the National Science Foundation (NSF) mandated institutions must have a plan to provide appropriate RCR training and oversight to undergraduate students, graduate students and postdoctoral researchers supported by NSF funding. The Office for Research Integrity website: (<http://www.researchintegrity.northwestern.edu/>), describes implementation of the NSF mandate. The plan below details the requirements each category of researchers in the Chemistry Department must fulfill and consequences of not fulfilling them in a timely manner.

### **PhD Students, Postdoctoral Researchers, Visiting Scholars, Pre-and Postdoctoral Fellows**

- Complete the online CITI course (Responsible Conduct of Research) and obtain a passing grade of at least 80% on the accompanying quizzes. This course consists of nine common core modules for all disciplines. This requirement must be completed within the first quarter at NU. The department does not waive this requirement if the individual has previously passed the equivalent CITI course at another institution.
- Complete the CHEM 519 (Responsible Conduct of Research Training) course with a satisfactory grade of S within the first calendar year at NU. This is a ten-week course for PhD students, postdocs and visiting scholars. Each weekly class meeting is one hour. An equivalent RCR course (e.g., NUIN 409, IBIS 423, GEN ENG 519 or the NUCATS course) may be substituted.
- If the researcher does not complete the online CITI course within the first quarter of appointment at NU or the CHEM 519 (or an equivalent course) within the first calendar year at NU, any salary charges to the NSF grant for this researcher must be removed from the award and charged to a non-sponsored account, such as a department or the investigator's discretionary account. The researcher must submit proof of completion of the requirement to the department to begin charging the salary to the grant.

### **Other Categories of Researchers**

- Other categories of researchers include undergraduate students, REU trainees and master's students.
- Undergraduates and REU trainees funded by NSF grants are required to complete only the online CITI course (Responsible Conduct of Research) and obtain a passing grade of at least

80% on the accompanying quizzes. They are not required to take the CHEM 519 course.

As per the memo from the VP of Research:

(<http://www.researchintegrity.northwestern.edu/training-2/responsible-conduct-of-research-rcr-training/>) undergraduate students paid by NSF research awards must complete the training within 60 days after their salaries are first charged to the account. Other researchers must complete this requirement as soon as the appointment begins but certainly before the appointment ends. Any non-compliant charges to the NSF grant for the salaries of these researchers must be removed from the award and charged to a non-sponsored account, such as a department or the investigator's discretionary account.

- All faculty, especially those funded by NSF, are encouraged, but are not required, to complete the CITI online course, however, it is not a requirement.

### **Administration of RCR Training**

- The principal investigator (PI) of an NSF grant is responsible for ensuring students and postdocs supported on his/her grant complete appropriate RCR training requirement in a timely manner.
- The Office of Research Integrity (ORI) tracks the completion of the appropriate RCR requirement by graduate students, post-docs, undergraduates and other researchers. The Weinberg Dean's Office assists ORI in this task and disseminates information about RCR compliance status to each department for follow-up.
- Additionally, the Chemistry Department tracks completion of on-line (WBT) and instructor-led (ILT) training for all Chemistry Department researchers, regardless of funding.

The Chemistry Department offers the instructor-led CHEM 519 course in the spring quarter. An equivalent RCR course (e.g., NUIN 409, IBIS 423, GEN ENG 519 or the NUCATS course) may be substituted to complete the requirement.