

URICA Responsible Conduct of Research (RCR) Training Plan for 2019-2020

Background:

Responsible Conduct of Research training is required for all undergraduates, graduate students, and postdocs funded on NSF awards (proposed and submitted after January 4, 2010) and certain NIH awards (Training Grants, F32, NRSA, and certain K Awards). The responsibility for tracking completion of all requirements “follows the funding,” which means the URICs are responsible for tracking all undergraduates, graduate students, and postdocs with appointments or funding in the centers that meet the above criteria. MyHR Learn enables easier tracking of NSF-supported students and postdocs who are required to take training and their status of training completion.

The components of required NSF training include web-based training provided by CITI, and/or, in the case of graduate students and postdocs, instructor-led classroom training. Please visit <https://www.researchintegrity.northwestern.edu/training-2/responsible-conduct-of-research-rcr-training/> for a complete list of the requirements for all undergraduates, graduate students, and postdocs.

Undergraduate students

1. Undergraduate students funded on NSF grants are required to complete the Web-based RCR training via the CITI platform. Instructions on how to register for and access the course are available at: <https://www.researchintegrity.northwestern.edu/training-2/responsible-conduct-of-research-rcr-training/online>
2. Topics covered in the CITI web-based training include: introduction to RCR, authorship, collaborative research, COI, data management, mentoring, peer review, plagiarism and research misconduct.
3. Online CITI training is the only requirement for undergraduate students.
 - a. It is important to note it is a requirement for NU as well as non-NU students.
4. Training must be completed ***within 60 days of the salary first charged to award.***
5. Salary will be removed from the grant and charged to unrestricted center funds if training is not completed within 60 days.

Graduate students and postdoctoral researchers

1. A minimum of 4 hours of in-person instruction is required. Some departments also require completion of Web-based RCR training via the CITI platform.
 - a. Graduate students are required to register for instructor-led RCR training through CAESAR.
 - b. Postdoctoral fellows must register for an instructor-led course in the discipline most appropriate to their research through myHR Learn. Instructions can be found [here](#).
2. Specifically for Centers: The instructor-led courses are offered through home departments (or, in the case of postdocs, also offered by NUCATS). It will be the responsibility of the PI and center administrator to

ensure that the student or postdoc **REGISTER and COMPLETE** all the requirements of the home department, including the course in the appropriate discipline within the required timeframe. For some of the larger units (e.g., McCormick School of Engineering), the course may be offered multiple times a year—others less frequently. It is imperative that this be an integral part of onboarding any NEW POSTDOC or STUDENT funded on NSF in the centers to ensure the requirements are met within the given time period.

3. Required training for graduate students and postdocs must be completed **within one year of salary first charged to the award**.
 - a. If all RCR training is not completed within one year of trainee first being charged on the award, all salary charges for that trainee will be removed and charged to unrestricted center funds. This means that BOTH instructor-led training and Web-based CITI training (if required) must be completed with the first year.
 - b. If someone leaves before the one-year deadline and has not completed the Web-based training at a minimum, all salary charges will be removed from the award and charged to a center non-sponsored chart string.
4. The following are RCR instructor-led training courses, by school:

School / Office	RCR Courses Available
Feinberg School of Medicine	<ol style="list-style-type: none"> 1. Research Colloq: The Graduate School (IGP 494-0) 2. Taking Responsibility for the Responsible Conduct of Research (NUCATS)
McCormick School of Engineering	<ol style="list-style-type: none"> 1. RCR Training: MEAS General (GEN_ENG 519-0)
School of Communication	<ol style="list-style-type: none"> 1. RCR Training: Media, Technology, and Society (MTS 519-0)
School of Education and Social Policy	<ol style="list-style-type: none"> 1. RCR Training: Human Development and Social Policy (HDSP 519-0) 2. RCR Training: Learning Sciences (LRN_SCI 519-0)
Weinberg College of Arts & Sciences	<ol style="list-style-type: none"> 1. RCR Training: Anthropology (ANTHRO 519-0) 2. RCR Training: Chemistry (CHEM 519-0) 3. RCR Training: Earth and Planetary Sciences (EARTH 519-0) 4. RCR Training: Economics (ECON 519-0) 5. Ethics in Biological Research: Interdisciplinary Biological Sciences (IBIS 423-0) 6. RCR Training: Interdisciplinary Biological Sciences (IBIS 519-0) 7. RCR Training: Linguistics (LING 519-0) 8. RCR Training: Mathematics (MATH 519-0) 9. Conduct in Neuroscience Research: Interdepartmental Neuroscience Program (NUIN 490-0) 10. RCR Training: Physics and Astronomy (PHYSICS 519-0) 11. RCR Training: Political Science (POLI_SCI 519-0) 12. RCR Training: Psychology (PSYCH 519-0) 13. RCR Training: Sociology (SOCIOL 519-0) 14. RCR Training: Statistics (STAT 519-0)

Visiting Scholars and Visiting Postdoctoral Fellows

Per the University's [RCR training policy](#):

Visiting Postdoctoral Fellows and postdoctoral Visiting Scholars must complete instructor-led RCR training with their affiliated school or department. Some schools and departments require the Web-based RCR course (via CITI Program) in addition to the ILT course.

Visiting Scholars who are faculty at another institution are not required to take RCR training.

Process Summary:

- MyHR Learn sends automated emails to those required (undergraduates, graduate students, and postdocs) which “assign” the RCR training based on their “Earns Begin” date (start of payment on NSF award).
- Monthly tracking reports will be circulated to URICA and re-distributed to the centers (see Appendix) to enable follow-up and tracking. The report identifies students and postdocs required to complete either CITI and/or classroom training, the status of their completion, and the required date of completion.
- It will be important for centers to track completion, as in all cases (undergraduate students, graduate students, and postdocs), there will be financial implications to the center if students have not completed training by the prescribed due dates outlined below.

Appendix

RCR Contacts				
Unit	Department Name	Contact 1	Contact 2	Email
CIERA	Center for Interdisciplinary Exploration and Research in Astrophysics	Peter Anglada		p-anglada@northwestern.edu
CLP	Chemistry of Life Processes Institute	Michelle Suran		m-suran@northwestern.edu
PCE	Proteomics Center of Excellence	Michelle Suran	Tracy Ye	m-suran@northwestern.edu ; chunhui.ye1@northwestern.edu
MRC	Materials Research Center	William Kung	Patty Sekirka	w-kung@northwestern.edu ; p-sekirka@northwestern.edu
IPR	Institute for Policy Research	Eric Betzold		betzold@northwestern.edu
SQI	Simpson Querrey Institute	Matt Irwin		m-irwin@northwestern.edu
NAISE	Northwestern-Argonne Institute of Science and Engineering	Maura Cleffi		m-cleffi@northwestern.edu
NIMSI	Northwestern Initiative for Manufacturing, Science and Innovation	Mengwei Li		mengwei-liu@northwestern.edu

NCW	Northwestern Center for Water Research	Maura Cleffi		m-cleffi@northwestern.edu
CSB	Center for Synthetic Bio	Yael Meyer		yael.mayer@northwestern.edu
SILC	Spatial Intelligence and Learning Center	Liz huey		lizabeth.huey@northwestern.edu
SHyNe	Soft and Hybrid Nanotechnology Experimental Resource	Chad P Goeser		chad.goeser@northwestern.edu
ISITA	Institute for the Study of Islamic Thought in Africa	Rebecca Shereikis		r-shereikis@northwestern.edu
PAS	Program of African Studies	Meagan Keefe		meagan.keefe@northwestern.edu
IIN	International Institute for Nanotechnology	Debra Chandler		d-chandler@northwestern.edu
ISEN	Institute for Sustainability and Energy at Northwestern	Jim Puricelli		jp@northwestern.edu
NUANCE	NU Atomic & Nanoscale Characterization Experimental Center	Chad P Goeser		chad.goeser@northwestern.edu
DevSci	Institute for Innovations in Developmental Sciences	Molly Jones		molly.jones@northwestern.edu
ISGMH	Institute for the Sexual and Gender Minority Health and Wellbeing	Jen Zhou		jen.zhou@northwestern.edu
CAPST	Center for Applied Physics and Superconducting Technologies	Jim Sauls		sauls@northwestern.edu
CSCB	Center for Sleep & Circadian Biology	Susan Hall-Perdomo		s-hall4@northwestern.edu
NSRC	Northwestern Synchrotron Research Center	Denis T Keane		dtkeane@northwestern.edu
SiS	Science in Society	Sarina McBride		sarina.mcbride@northwestern.edu