

# National Science Foundation / National Institutes of Health Training Requirements

## Policy on Required Training in the Responsible Conduct of Research

Wayne State University is committed to complying with the requirements of the National Science Foundation (NSF) and the National Institutes of Health (NIH) to provide training in the Responsible Conduct of Research (RCR) to relevant personnel who are funded by these agencies to conduct research. In response to updated requirements from NSF and NIH, WSU offers a basic RCR course that can be applied toward these training requirements. This on-line course employs a curriculum available through the Collaborative Institutional Training Initiative (CITI), which is also used for IRB and IACUC training at WSU. For the RCR requirements, additional discipline-specific training and/or face-to-face educational sessions may be required by the funding agency and/or research program.

On August 20, 2009, **NSF** announced the implementation of a requirement for training in RCR for all undergraduate and graduate students, and all post-doctoral researchers, who are supported by NSF to conduct research (<http://edocket.access.gpo.gov/2009/E9-19930.htm>). This requirement became effective with proposals submitted, or due, on or after January 4, 2010. Applicant institutions must certify that they have a training plan in place at the time of NSF proposal submission. The new CITI RCR course is available to address this basic requirement. WSU requires all personnel to whom this requirement applies to complete their CITI training within 3 months of the initiation of their funding (i.e. salary support) on the project. Principal Investigators are not specifically required by NSF to take the RCR training, but are strongly encouraged to do so in order to provide appropriate ethical oversight for their project personnel.

On November 24, 2009, the **NIH** published an "Update on the Requirement for Instruction in the Responsible Conduct of Research" (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>). This update applies to all NIH Institutional Research Training Grants, Individual Fellowship Awards, Career Development Awards (Institutional and Individual), Research Education Grants, Dissertation Research Grants, or other grant programs with a training component that requires instruction in RCR as noted in the Funding Opportunity Announcement. The online CITI training will fulfill part of the required RCR training. However, NIH strongly recommends the addition of face-to-face educational sessions in a proposed RCR training program.

## **Procedures for Accessing CITI Training in RCR**

Go to the CITI login page: <https://www.citiprogram.org/Default.asp>

### **For new users:**

- Click on "Register Here". Choose "Wayne State University-Detroit, MI" from the drop-down menu of Participating Institutions. Complete the rest of the four registration steps. When finished, click "submit."
- Complete the "Member Information" table, and then submit.
- On the next page, scroll down to where you see "Student or Investigator Core Course in the RCR". Check the box that applies to you (student, post-doctoral trainee, or investigator). Once you have selected all the course(s) you need to complete, scroll to the bottom of the page and click "Continue" which will direct you to the "Main Menu" page on which the new RCR course will be listed under "My Courses." It will be entitled "Basic Course for Responsible Conduct of Research".

The next time you log into CITI, you will automatically be directed to the main menu page. You are not required to complete the entire course in one sitting. The system will allow you to complete some modules and return as necessary to finish the entire course.

### **For users who have already completed IRB or IACUC Courses:**

- Log in to CITI as usual. Under your list of courses, you will find an option to "Add a course or update your learner groups." Click on this link to add the Student or Investigator Core Course in RCR, which you will find on the next page.
- Scroll down to "Student or Investigator Core Course in the RCR" and then check the box that applies to you (student, post-doctoral trainee, or investigator). Leave the courses you have already completed "checked", and scroll down to the bottom of the page to click "continue."

You will then be directed back to the "Main Menu" and the new RCR course will be listed under "My Courses." It will be entitled "Basic Course for Responsible Conduct of Research".

If you have questions about accessing CITI training, please call Ginette Borovicka in the Research Compliance office at (313) 577-1862.

If you have questions about an NIH or NSF award, please contact your Grant & Contract Officer in the Sponsored Program Administration office.