Responsible Conduct of Research Training Policy

Binghamton University provides Responsible Conduct of Research (RCR) training to support ethical research, student educational experiences, and in response to training mandates by the NIH and NSF. RCR training is required for all trainees, fellows, participants, and scholars including undergraduate students, graduate students, and postdoctoral researchers receiving support through NIH awards (i.e. training, career development, research education, dissertation research) and most NSF awards. As such, all RCR training opportunities are designed to be in full compliance with these requirements, and are supported by the Division of Research and the Office of Research Compliance. The University regards RCR training as a critical educational component for students engaged in research. RCR trainings are tailored to meet the specific needs of the covered individuals. Binghamton University provides the campus community with an array of Collaborative Institutional Training Initiative (CITI) courses for online education, individual trainings, and workshops. RCR opportunities are open to the campus community including undergraduates, graduate students, faculty, staff, and administrators.

Format
The RCR training program is designed for disciplines campus wide, as well as program-focused content specific to disciplines found at Binghamton University. Trainings are provided through CITI online courses, as well as Face-to-Face (F2F) workshops. Information to these trainings can be accessed via http://binghamton.edu/research/compliance/responsibleconductofresearch.html. CITI offerings and RCR workshops are communicated directly to the Principal Investigators (PIs) by the Office of Research Compliance and to the campus community through various outreach feeds.

Online-The CITI RCR (or applicable) course completion requirement for all identified individuals is to be addressed within the first semester of their identification, and documentation of completion of this component will be verified by the Office of Research Compliance. The list of CITI courses offered complimentary by Binghamton University and the Research Foundation can be found in Appendix A.

Face-to-Face (F2F)-Individuals participating in an NIH program that requires F2F training will engage in no less than eight (8) contact hours of RCR training (unless the funded program is of short duration by design). F2F workshops will range in audience size and be kept at a level to allow for meaningful participation. The F2F workshops will be held each term (fall, spring, summer) and range in duration to accommodate varied schedules. Subject matter may include but is not limited to: Data Management, Sharing and Ownership; Responsible Authorship and Publication; Mentor/Mentee Relationships; Animal Welfare and the IACUC; Human Subject Protections and the IRB; Mentoring; Peer Review; Safety in Research-Importance and Implications; Personal, Professional, and Financial Conflicts of Interest; Ethics and Interactive Debates on Ethical Dilemmas through case studies; and Intellectual Property. Faculty and staff from across disciplines and departments will serve as speakers. Each PI will conduct F2F RCR trainings with those individuals engaged in research under their award in one-on-one and/or in small group settings. Staff from Research Compliance, Intellectual Property, Environmental Health and Safety, Radiation Safety, and Occupational Health and
Safety will supplement these trainings to ensure ethical, responsible, and safe conduct of research. One-on-one and small group trainings in animal research are conducted by the Laboratory Animal Resources staff and research faculty prior to such research engagement and in continuum.

**Compliance**

Upon notice of an NIH or NSF award, the Office of Research Compliance will contact the PI to identify individuals that will be engaged in the research activities under that award. Once identified, the Office of Research Compliance will contact these individuals to develop a RCR training plan. Documentation of completion of both online and F2F components will be maintained by the Office of Research Compliance in close coordination with the PIs. Those engaged in the RCR activities will be made aware of their progress, as well. Documentation will include the participant’s name, email address, PI, activity, date of completion of activity, and CITI completion certificate number(s), and provided to the granting agency upon request. At the beginning of each semester, the Office of Research Compliance will contact the PIs to identify any new individuals being added to their research team that will require RCR training.

RCR training is to be an ongoing effort to occur during a researcher’s educational experience and throughout their career. The NIH requires that RCR training be completed, no less than, once every four years. The Office of Research Compliance will encourage training to occur as early as possible for undergraduate students, graduate students, and postdoctoral researchers and completed in a timely manner. Individuals will be instructed to complete applicable online CITI trainings within 30 days of notice, and those individuals who are required to complete F2F training will be notified in advance of various opportunities. PIs will be notified when an individual under their award has satisfied the requirement or is either delinquent in CITI RCR course completion, F2F engagement, or overall RCR training obligations. Non-compliance in RCR training responsibilities may result in a suspension of funds until responsive actions are taken by the PI.
Appendix A

CITI Courses offered by Binghamton University
(04/20/2018)

1. Binghamton University CITI Custom
2. Biomedical Responsible Conduct of Research
3. Biosafety Officer Training - Basic/Initial
4. Conflict of Interest
5. Dual Use Research of Concern
6. Emergency and Incident Response to Biohazard Spills and Releases
7. Essentials for IACUC Members
8. Export Controls
10. GCP for Clinical Investigations of Devices
11. GCP for Clinical Trials with Investigational Drugs and Biologics (ICH Focus)
12. GCP for Clinical Trials with Investigational Drugs and Medical Devices (U.S. FDA Focus)
13. Human Gene Transfer
14. Biomedical Research (Human Subjects)
15. Social and Behavioral Researchers (Human Subjects)
16. IRB Members
17. Humanities Responsible Conduct of Research
18. IACUC Chair
19. IACUC Community Member
20. IACUC Member Refresher Case Studies
21. Initial Biosafety Training
22. Institutional Biosafety Committee Member Training
23. IO ACU
24. Nanotechnology
25. NIH Recombinant DNA Guidelines
26. OSHA Bloodborne Pathogens
27. Physical Science Responsible Conduct of Research
28. Post-Approval Monitoring (PAM)
29. Post-Procedure Care of Mice and Rats in Research
30. Public Health Research
31. Responsible Conduct of Research for Engineers
32. Select Agents, Biosecurity, and Bioterrorism
33. Shipping and Transport of Regulated Biological Materials
34. Social and Behavioral Responsible Conduct of Research
35. Stem Cell Research
36. USDA Permits
37. Wildlife Research
38. Working with Amphibians in Research Settings
39. Working with Ferrets in Research Settings
40. Working with Fish in Research Settings
41. Working with Gerbils in Research Settings
42. Working with Guinea Pigs in Research Settings
43. Working with Hamsters in Research Settings
44. Working with Horses in an Agricultural Research Setting
45. Working with Mice in Research Settings
46. Working with Rabbits in Research Settings
47. Working with Rats in Research Settings
48. Working with Reptiles in a Research Setting
49. Working with Sheep and Goats
50. Working with the IACUC
51. Working with Zebrafish in Research Settings