

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 mandates by the National Institutes of Health (NIH), National Science Foundation (NSF), the United States Department of Agriculture (USDA), and other federal agencies.

All RCR training opportunities are designed to be in full compliance with these mandates and are facilitated by the Division of Research and the Office of Research Compliance. Binghamton University relies on the Collaborative Institutional Training Initiative (CITI) platform to provide RCR training that is tailored to meet the specific needs of each individual's area of study. Binghamton University provides the campus community with an array of CITI courses for online education. RCR workshops are posted on the Research Compliance Website periodically throughout each semester, offering opportunities for face-to-face (F2F) learning and to satisfy NIH award training requirements. RCR opportunities are open to undergraduates, graduate students, faculty, staff, and administrators.

The terms of Binghamton University's RCR compliance require:

NIH awards

RCR for Undergraduate students, Graduate students, and postdocs

Conflict of interest (COI) and Research Security training for all Senior Key Personnel

NSF awards

RCR for Undergraduate students, Graduate students, and postdocs

RCR, COI, Research Security, and Export Control training for all Senior Key personnel

USDA awards

RCR for Undergraduate students, Graduate students, and Postdocs

RCR and COI training for all Senior Key personnel

DOE awards

COI and Research Security training for all Senior Key personnel

All other Federal awards

COI training for all Senior Key personnel

Format

The RCR online training and face-to-face workshops are designed for disciplines campus-wide, providing content specific to Binghamton University programs. Information about these trainings can be found at <http://binghamton.edu/research/compliance/responsibleconductofresearch.html>. CITI offerings and RCR workshops are communicated directly to the students and Principal Investigators (PIs) by the Office of Research Compliance, and to the campus community through various outreach feeds.

The CITI RCR requirement for identified individuals is to be addressed upon award, or when added to the awarded program, and course completion will be facilitated, tracked, and verified by
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the Office of Research Compliance.

The CITI Research Security training is an annual requirement for identified individuals to be completed within the twelve (12) months prior to proposal submission. Course completion will be facilitated, tracked, and verified by the Office of Research Compliance.

Individuals participating in NIH-sponsored research under an award that requires F2F RCR 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; COI; Foreign Influence; Export Control; 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 training 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, Occupational Health and Safety, and subject matter experts 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 a continuum.

Compliance

Prior to proposal submission, the Office of Sponsored Programs will notify of the Office of Research Compliance of any identified individuals who have not completed the required Research Security training. Once identified, the Office of Research Compliance will contact these individuals and verify training completion.

For all other training requirements, upon notice of an applicable award, the Office of Research Compliance will contact the PI to identify individuals who will be engaged in the research activities under that award. Once identified, the Office of Research Compliance will contact these individuals to develop an RCR training plan.

Completion documentation for both CITI and F2F components will be maintained by the Office of Research Compliance in close coordination with the PIs. Documentation will include the participant's name, email address, PI, activity, date of completion of activity, and CITI completion certificate number(s) and will be provided to the granting agency upon request. At the beginning of each semester and each summer term, the Office of Research Compliance will

contact the PIs to identify any new individuals being added to their research team that will require training.

Training in responsible and ethical conduct of research is an ongoing effort that occurs throughout a researcher's educational experience and career. Research Security training is to be completed no less than annually. All other training is to be completed no less than once every four (4) years.

The Office of Research Compliance will encourage training as early as possible for undergraduate students, graduate students, and postdoctoral researchers and require it to be 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 throughout the term of the award. PIs will be notified when an individual under their award has satisfied the requirement or is delinquent in F2F engagement or CITI RCR course completion. Non-compliance with training responsibilities may result in the suspension of funds until responsive actions are taken by the PI.