Complementary Policy
Responsible Conduct of Research and Scholarship
Department of Anthropology

In compliance with the Stony Brook University (SBU) policy on the Responsible Conduct of Research and Scholarship (RCRS; SBU Policy P211), the Department of Anthropology has established a complementary policy for RCRS training. To ensure compliant completion of RCRS training for faculty, postdoctoral associates, research staff, graduate students, and undergraduate students involved in research and scholarship (the creation of new knowledge or the creation of novel expressions of knowledge in any form), these individuals will complete RCRS training consisting of two components:

(1) On-line 'CITI' Training and (2) In-Person Training (IPT)

The complementary policy of the Department of Anthropology provides guidelines for departmental record keeping and suggestions for IPT activities.

1) On-Line Training Component

Following SBU Policy P211, the following groups of researchers are required to satisfy a **one-time completion** of relevant RCRS modules available through the web-based Collaborative Institutional Training Initiative (CITI) as specified below:

 A. Faculty, postdoctoral fellows, research staff, and graduate students in Anthropology and graduate students in the Interdepartmental Doctoral Program in Anthropological Sciences (IDPAS).
 B. Undergraduate Students involved in research and scholarship activities under the supervision of Department of Anthropology faculty, postdoctoral fellows, and graduate students.
 C. Visiting undergraduate students and visiting scholars who are collaborating on research activities with Department of Anthropology faculty and graduate students. For those visitors from another institution, this SBU RCRS training requirement may be waived pending proof of completion of RCRS training at their home institution.
 D. High School Students involved in research and scholarship activities with Department of Anthropology faculty, postdoctoral fellows, and graduate students, as required by the relevant High School Program.

The particular CITI RCRS modules can be selected from either the Biomedical course or the Social & Behavioral Research course, dependent on the nature of the research and the scholarly focus on the individual researcher.

Instructions for accessing the CITI RCR modules can be found here:

(https://www.stonybrook.edu/commcms/cas/faculty_and_staff/faculty_affairs/research/_CITI-RCRS-training.php

The individual researcher will forward their completion certificate to the Assistant to the Chair for record keeping. This completion will also be recorded in a central SBU database.

2) In-Person Training (IPT) Component

To comply with federal requirements, each individual engaged in research or scholarly activity must complete 8 hours of IPT every 4 years, or 2 hours of IPT annually. The Department of Anthropology encourages the completion of 1 hour of IPT in the Fall Semester and 1 hour of IPT in the Spring Semester of each academic year.

The IPT activities and courses will include discussions of relevant topics, such as:
- conflict of interest personal, professional, and financial
- mentor/mentee responsibilities and relationships
- collaborative research including collaborations with industry
- peer review
- data acquisition and research tools; management, sharing and ownership
- research misconduct and policies for handling misconduct
- responsible authorship and publication
- the scholar as a responsible member of society, contemporary ethical issues and the environmental and societal impacts of research
- policies regarding human subjects, live vertebrate animal subjects in research, and safe laboratory practices

Formal mechanisms for training include access to the ANT/PDA 593 course for graduate students. In addition, the Department of Anthropology will sponsor two colloquia each academic year devoted to IPT. Less formal training will be conducted during laboratory meetings of relevant faculty, postdocs and students.

Suggestions for IPT activities are enumerated below. In addition to these websites, the Department of Anthropology encourages that any additional resources for RCRS training developed by faculty and/or students be shared through the Blackboard website for ANT/DPA 593.

Participants in IPT will submit evidence of their training to the Assistant to the Chair for record keeping.

Record Keeping and Mechanisms to Ensure Compliance

Principal Investigators of federal grants (e.g., NSF and NIH and NEH) with specific RCRS requirements will have primary responsibility for ensuring compliance with RCRS training requirements for those trainees supported by those grants. It is the responsibility of each PI or Co-PI to ensure that they have completed the specific RCRS training requirements.

Any activity intended to satisfy the RCR training requirement must be supported by appropriate documentation (attendance, topics covered, etc.).

Tracking of IPT for graduate students will be conducted through enrollment in ANT/DPA 593, or the equivalent GRD 500 courses offered through the medical School or other CAS departments that maintain faculty membership in IDPAS (e.g., Ecology & Evolution, Geosciences, History). Students enrolled in this 0-1 credit course will receive a satisfactory grade if their IPT is completed each semester. All Department of Anthropology faculty will have access to the Blackboard grade book to register IPT training for their research staff, postdoctoral associates and students. Supporting documentation will also be placed on Blackboard.

Suggestions for IPT Activities

The HHS Office of Research Integrity maintains a set of resources for training in the responsible conduct of research and training, covering a variety of issues, such as data acquisition and management, animal resources, and human subjects.

https://oir.nih.gov/sourcebook/ethical-conduct/responsible-conduct-research-training
https://oir.nih.gov/sourcebook/ethical-conduct/responsible-conduct-researchtraining/resources-training-directors

As one example, the following link provides guidelines for scientific record-keeping:

https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-scientific_recordkeeping.pdf

Research groups might also decide to select a case study from a website such as the HHS Office of Research Integrity, for example:

https://ori.hhs.gov/rcr-casebook-stories-about-researchers-worth-discussing

Department of Anthropology faculty may develop additional resources for RCRS training and share them through the Blackboard website for ANT/DPA 593.