Stony Brook University
CAS COMPLEMENTARY POLICY:
RESPONSIBLE CONDUCT OF RESEARCH AND SCHOLARSHIP

Stony Brook University [Policy 211](#), jointly issued by the Office of the Provost, the Office of the Senior Vice President for Health Sciences, and the Vice President for Research, is designed to equip members of the Stony Brook University community with the tools necessary to conduct ethically sound and compliant research and scholarship. This policy was developed to ensure the highest ethical standards for research and scholarship on our campus. All members of the university community, as well as certain visitors, are required to complete educational training on the responsible conduct of research and scholarship (RCRS).

While the campus policy originates in response to National Institutes of Health (NIH) and National Science Foundation (NSF) training requirements, it is the opinion of the University that training in responsible conduct of research and scholarship should be comprehensive. Each academic unit is required to develop its own Complementary Policy for implementing 211 in a manner appropriate for the faculty, staff, and students of that academic unit. The CAS Complementary Policy ensures compliant completion of RCRS training for CAS faculty, postdoctoral associates, research staff, graduate students, undergraduate students, and visitors involved in research and scholarship. However, ALL PERSONS BENEFITING FROM EXTERNAL GRANT SUPPORT FROM AN AGENCY WITH A RCR TRAINING COMPONENT MUST MEET AGENCY POLICIES, EVEN WHERE THEY EXCEED UNIVERSITY, COLLEGE, OR DEPARTMENT REQUIREMENTS

TRAINING COMPONENTS AND DOCUMENTATION

Training in responsible conduct of research/scholarship consists of two components: (i) one-time completion of an online module; and (ii) in-person training. Any activity intended to fulfill the RCRS training requirement must be supported by appropriate documentation (attendance, topics covered, etc.) in a departmental database. Each department must identify an individual or group responsible for identifying and notifying persons required to complete RCRS training and for maintaining accurate, verifiable records regarding individuals' completion of CITI and IPT training requirements.

1. **Online training (CITI)**
   Each faculty member, student, postdoctoral researcher, member of research staff, and visitor who is involved in research/scholarship and/or who supervises students in research/scholarship is required to complete the one-time-only, web-based Collaborative Institutional Training Initiative (CITI) training, choosing the Responsible Conduct of Research module that is most appropriate to their research area (Biomedical Sciences, Engineering, Humanities, Physical Sciences, Social and Behavioral Sciences). This requirement is independent of other CITI modules that may be required for specific projects. Instructions for accessing the CITI RCR modules can be found here:
   https://www.stonybrook.edu/commcms/cas/faculty_and_staff/research/_CITI-RCRS-training.php

Completion of the CITI requirement must be recorded in the departmental database. This completion will also be recorded in a central SBU database.

2. In-person training (IPT)
Each member of the community involved in research/scholarship is also required to complete in-person training (IPT). IPT consists of face-to-face interactions designed to promote discussion, foster a climate of ethical conduct of research and scholarly activities, and provide efficient opportunities for training.

This training may take the form of department retreats, workshops, or regularly scheduled seminars. Graduate students' involvement in research/scholarship should be documented through satisfactory completion of an IPT training course such as GRD 500 or an alternative course designated by the department.

The specific IPT training requirements and activities for fulfilling them are defined by each department, although anyone benefiting from external funding must fulfill the requirements of the funding agency in addition to departmental requirements.

3. Documentation of in-person training (IPT)
Option 1: Each department must designate an individual or group responsible for identifying and notifying persons required to complete RCRS training and for maintaining accurate, verifiable records regarding individuals' completion of CITI and IPT training. CITI completion will also be recorded in a central SBU database. Fulfillment of RCRS requirements will be taken into account in consideration of faculty for merit and/or bonus salary increases.

Option 2: For all other IPT options, after completing IPT in RCRS, each individual is responsible for entering their IPT activity in the ORC university-wide database at:
https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV_bxe2wM1SlH58W8t
ORC will identify individuals required to complete the training, maintain the RCRS database, track, monitor, and report training completion data.

Stony Brook University
College *of* Arts and Sciences

Appendix A: Instructions for Accessing the CITI Online RCRS Training

How to Log In to the CITI Program to Complete the Online Training
1. Access the CITI program at: https://www.citiprogram.org
2. Click "Log in through your institution"
3. Select SUNY--University at Stony Brook
4. Under "Learner Tools," click "Add a course"
5. Scroll down and select "I want to complete an RCR course at this time" and then click "Next"
6. Select "Basic course"
7. Select the appropriate module for your discipline:

    The **Biomedical Sciences** course in the RCR

    The **Social & Behavioral Sciences** course in the RCR

    The **Physical Sciences** course in the RCR

    The **Humanities** course in the RCR

    The **Engineering** course in the RCR

As soon as you have completed the module relevant to your research, please retrieve your certificate, email it to CAS_RCRS@stonybrook.edu, and keep a copy for your own files.