CEAS Policy on the Responsible Conduct of Research and Scholarship

Background

Stony Brook University policy requires members and specific Stony Brook University guests to complete educational training on the responsible conduct of research and scholarship (RCRS) to equip members with the tools necessary to conduct ethically sound and compliant research and scholarship.

While this campus policy originates in response to National Institute of Health (NIH) and National Science Foundation (NSF) training requirements, it is the opinion of the University that training on responsible conduct of research and scholarship should be more comprehensive. Jointly issued by the Office of the Provost, the Office of the Senior Vice President for Health Sciences, and the Vice President for Research and Innovation, the policy requires each academic unit to develop its own Complementary Policy for implementing the Stony Brook University policy to allow for the most appropriate requirements for the faculty, staff and students of that academic unit.

All persons receiving external grant support from an agency with a RCRS training requirement must meet agency policies should they exceed minimum Stony Brook University requirements.

Stony Brook Policy: Responsible Conduct of Research and Scholarship (RCRS) ensures the highest ethical standards for the conduct of research and scholarly activities on our campus. The College of Engineering and Applied Sciences (CEAS) Complementary Policy will ensure compliant completion of RCRS training for CEAS faculty, post-doctoral associates, research staff, graduate students, and undergraduate students involved in Research and Scholarship.

College of Engineering and Applied Sciences Training Requirements

RCRS compliant training comprises on-line training and in-person training. The policy set forth by **individual departments** specifies training components and frequency.

- On-line training: Web-based Collaborative Institutional Training Initiative (CITI) training is a one-time training; satisfactory completion is recorded on personnel records in the Stony Brook PeopleSoft system. The CITI system has multiple training modules available; each department within CEAS determines appropriate module(s) for its personnel and students.

- In-person training: minimum requirements must meet external funding entity requirements, as determined by each department.

Identifying and notifying faculty, staff, and students of IPT

Procedures for identifying and notifying faculty, staff and student of IPT are set forth by and are the responsibility of the individual departments.

Please note for NIH grant recipients:

- On grants where a trainee is Principal Investigator, the named faculty mentor retains responsibility for the trainee's compliance with RCR training requirements.

- On grants where a trainee is Principal Investigator, and there is no named faculty mentor (e.g., K05,K12, K18 KL2 and TU2 programs), the relevant department chair retains responsibility for the trainee's compliance with this RCRS training requirement

Record keeping

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

- Each department within the College is responsible for identifying who will be responsible for departmental record keeping of accurate, verifiable information regarding individuals' IPT completion data.

- IPT participation will be kept in the office of the Dean and maintained by the Associate Dean for Research in coordination with a representative of each department within the College.

- Each individual is responsible, as determined by the home department, for entering his or her own continuing IPT activity in the RCRS database (TBD). This database records the general content of IPT discussions (the areas of RCRS covered), the time spent on each topic, and the attendees.

- CITI training completion data will be furnished to individual departments twice annually, as determined by departments.

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See **Attachment A** for Stony Brook Policy: Responsible Conduct of Research and here.
See **Attachment B** for details on accessing the CITI website here.