Colgate University

Guidelines for Responsible and Ethical Conduct of Research Training Associated with NSF-Funded Projects

Background: Effective July 31, 2023 the National Science Foundation requires that when submitting a proposal to NSF, the Authorized Organizational Representative is required to complete a certification that the institution has a plan "to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, postdoctoral researchers, faculty, and other senior personnel. The revised section also identifies that the content of the training must address mentor training and mentorship." NSF may, at their discretion, audit compliance with the plan. The NSF policy and FAQs may be found [here](.).

Guidelines

- Responsible Conduct of Research training is **required** for all faculty, staff, students, and postdoctoral fellows who receive salary and/or stipend support for research on NSF grants. It is **open** to all students, faculty and staff.
- Training must be completed prior to the PI beginning work on the NSF-funded research.
- Training must be completed within the semester or summer that the student begins work on the NSF-funded research and needs to be completed only once during their tenure at Colgate.
- Colgate-affiliated PIs on NSF grants have the primary responsibility of ensuring their students complete the required training. (**The term "students" refers to undergraduates, graduate students, and postdoctoral researchers.)**

RECR Training:

- The PI will meet with the student(s) and discuss lab-specific expectations related to responsible research and ethics (e.g., acknowledgements, authorship, documentation of data collection, listing items on a vitae or resume, plagiarism, etc.).
- Faculty and students will complete the Colgate University RECR Training modules online through the [Collaborative Institutional Training Initiative (CITI Program)](.)

CITI Registration and Login for all Colgate students, faculty and staff

- [CITI Guide to Getting Started](.) Guide to navigating the CITI Program LMS including registration, logging in, selecting courses, starting modules, and accessing completion documents.
- [**CITI log in page**](.)
- Click "[Log in Through my Institution](.)" and log in with Colgate SSO,
- Register and affiliate with Colgate
- Check the boxes agreeing to terms and affirming your affiliation
- Scroll down to **Add a Course**
- Scroll to **Responsible and Ethical Conduct of Research (RECR)**
- Select the **"Faculty and Staff"** or **"Student"** course.

RECR Faculty and Staff or Student Course

- 8 modules needed for certification
    - 4 Required
    - 4 Elective
- 2 Supplemental courses
- Certification is for four years

RECR Documentation:

- **RECR Certificate** - Within 72 hours of successful completion of the tutorial, the student must send the RECR certificate to the PI.
- PI will, within 10 days, send verification of completion to:
    - Assistant Controller/Director of Grant Accounting
    - Associate Director for the Center for Learning, Teaching and Research.
    - Director of University Grants and Sponsored Research