

RCR Compliance Policy

Highlights of Changes Effective
January 1, 2016

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2015 vs. Revised Policy: Which One Applies?

- ▶ If you have satisfied your training requirements under the “older” (2015) policy, you will not need further training.
- ▶ If you were appointed to a covered project on or after February 1, 2015 and you still need to complete the training, **you will transition to the revised policy.***
- ▶ For more information, contact Judy Willis (judy.willis@gatech.edu).

* Doctoral students who have an admit date prior to Fall 2011 can contact OSP if they need to discuss other options for satisfying the in-person training requirement.

The RCR Compliance Training Matrix

Funding Source	Type of Training	Career Stage				
		Undergrad	Master's	Doctoral	Postdoc	Faculty and Staff
NSF	Online	Required	Required	Required	Required	(encouraged but not required)
	In-Person	Required (1 hour)	Required (2 hours)	Required* (RCR Doctoral Course)	Required (4 hours)	
NIH	Online	Required	Required	Required	Required	(encouraged but not required)
	In-Person	Required (8 hours)	Required (8 hours)	Required* (RCR Doctoral Course)	Required (8 hours)	
NIFA	Online	Required	Required	Required	Required	Required
	In-Person	(encouraged but not required)	(encouraged but not required)	(encouraged but not required)	(encouraged but not required)	(encouraged but not required)
PURA	Online	Required				
	In-Person	(encouraged but not required)				

Changes for Applicable Undergraduates

Previous (2015) Policy

▶ PURA

- An online CITI RCR course

▶ NSF

- An online CITI RCR course and 4 hours of in-person training

▶ NIH

- An online CITI RCR course and 8 hours of in-person training

Revised Policy

▶ PURA

- No proposed change

▶ NSF

- An online CITI RCR course and **1 hour of in-person training**

▶ NIH

- No proposed change

Changes for Applicable Master's Students

Previous (2015) Policy

▶ NSF

- An online CITI RCR course and 4 hours of in-person training

▶ NIH

- An online CITI RCR course and 8 hours of in-person training

Revised Policy

▶ NSF

- An online CITI RCR course and **2 hours of in-person training**

▶ NIH

- No proposed change

Changes for Applicable Doctoral Students

Previous (2015) Policy

- ▶ **NSF**
 - An online CITI RCR course and 4 hours of in-person training

- ▶ **NIH**
 - An online CITI RCR course and 8 hours of in-person training

Revised Policy

- ▶ All doctoral students are required to complete the same online training but following the Doctoral Academic Policy, **in-person training must occur in an approved doctoral RCR course.***

* Doctoral students who have an admit date prior to Fall 2011 can contact OSP if they need to discuss other options for satisfying the in-person training requirement.

Changes for Applicable Postdoctoral Researchers

Previous (2015) Policy

▶ NSF

- An online CITI RCR course and 4 hours of in-person training

▶ NIH

- An online CITI RCR course and 8 hours of in-person training

Revised Policy

- ▶ No proposed changes.

Changes to Timeline

Previous (2015) Policy

- ▶ **Online Training**
 - within 90 days of appointment to the project or end of the semester, whichever is later

- ▶ **In-Person Training**
 - within one year of appointment to the project

Revised Policy

- ▶ **Online Training**
 - within 90 days of appointment to the project **or before the applicable person graduates or otherwise leaves the Institute *even if that imposes a shorter deadline.***

- ▶ **In-Person Training**
 - within one year of appointment to the project **or before the applicable person graduates or otherwise leaves the Institute *even if that imposes a shorter deadline.****

* An exception to the in-person deadline can be made for those graduate programs who offer their RCR course after the first year.

New Sponsor Added: USDA NIFA

- ▶ All researchers funded through the National Institute of Food and Agriculture (NIFA) program, **including the principal investigator, other faculty members, students, postdocs, and any staff** participating in the research project (defined as those who are funded by the project), must at a minimum complete an online CITI RCR course.

Retraining and Change in Career Stage

- ▶ Any applicable trainee who received RCR training during one career stage at Georgia Tech (for example, as an undergraduate student) and is required to complete RCR training after changing to a different career stage at the Institute (for example, by becoming a master's student) **must complete any additional RCR training requirements associated with the latter career stage.**
- ▶ At a minimum, a trainee in this circumstance must complete at least 1 additional “in-person” training hour.

NIH Retraining Requirement

- ▶ According to the NIH, “Reflection on responsible conduct of research should recur throughout a scientist’s career: at the undergraduate, post-baccalaureate, predoctoral, postdoctoral, and faculty levels ... Instruction must be undertaken at least once during each career stage, and at a frequency of **no less than once every four years.**”
- ▶ The PIs of covered NIH projects are required to develop an RCR training plan that addresses the re-training issue and ensure that their trainees adhere to that training plan.

For PIs: Changes in Documentation Requirements

Previous (2015) Policy

- ▶ Any training which occurs outside of approved OSP Training Events or courses in Banner must be documented by the PI and placed in the project file

Revised Policy

- ▶ Any training which occurs outside of approved OSP Training Events or **approved RCR courses** must be documented by the PI and records placed in the project file

For PIs: Routing Form Revision (Page 3 RCR Addendum)

Check box to acknowledge Online Training requirement for NSF and NIH

Check boxes for NSF and NIH In-Person Training options based on Funding Source and Career Stage

Check box for USDA-NIFA

“Checkbox” format which will be adaptable to e-Routing Form

Sponsored Programs/Research Proposal Authorization Routing Form
Responsible Conduct of Research (RCR) Project Plan Addendum

NSF, NIH, or USDA NIFA Projects: This RCR Addendum must be included with an NSF research proposal, a covered NIH proposal,⁽¹⁾ or a USDA NIFA proposal when it is being submitted or with subawards supported by these federal programs.

PROJECTS FUNDED BY NSF OR NIH (if it is a covered NSF or NIH project, both PART I and PART II must be completed)

PART I - ONLINE (CITI) RCR TRAINING:⁽²⁾ All applicable students and postdoctoral researchers funded by NSF or NIH are required to complete an online CITI RCR course (www.rcr.gatech.edu/online-training). Check the box to acknowledge the online training requirement for NSF/NIH.

PART II -- IN-PERSON TRAINING:⁽³⁾ Applicable students and postdoctoral researchers are required to complete in-person training. The type of in-person training that is deemed acceptable varies depending on the person's career stage and sponsor requirements (refer to www.rcr.gatech.edu/inperson-compliance).

Instructions: Indicate the preferred In-Person RCR Training Approach(es) for each group that is listed as being funded by the proposal. Check all that apply. Mark the "N/A" box if this group is not listed in the proposal as being funded.

Career Stage	IN-PERSON TRAINING FOR NSF 1 HOUR:	IN-PERSON TRAINING FOR NIH 8 HOURS:
UNDERGRADUATE <input type="checkbox"/> N/A	<input type="checkbox"/> OSP approved RCR Training Events <input type="checkbox"/> Research Team Meetings* <input type="checkbox"/> Other (please specify):* _____	<input type="checkbox"/> OSP approved RCR Training Events <input type="checkbox"/> Research Team Meetings* <input type="checkbox"/> Other (please specify):* _____
MASTER'S <input type="checkbox"/> N/A	<input type="checkbox"/> OSP approved RCR Training Events <input type="checkbox"/> Academic RCR Doctoral or Master's Course <input type="checkbox"/> Research Team Meetings* <input type="checkbox"/> Other (please specify):* _____	<input type="checkbox"/> OSP approved RCR Training Events <input type="checkbox"/> Academic RCR Doctoral Course <input type="checkbox"/> Research Team Meetings* <input type="checkbox"/> Other (please specify):* _____
DOCTORAL <input type="checkbox"/> N/A	<input type="checkbox"/> Academic RCR Doctoral Course	<input type="checkbox"/> Academic RCR Doctoral Course
POSTDOCTORAL <input type="checkbox"/> N/A	<input type="checkbox"/> OSP approved RCR Training Events <input type="checkbox"/> Attend PHIL 6000 <input type="checkbox"/> Research Team Meetings* <input type="checkbox"/> Other (please specify):* _____	<input type="checkbox"/> OSP approved RCR Training Events <input type="checkbox"/> Attend PHIL 6000 <input type="checkbox"/> Research Team Meetings* <input type="checkbox"/> Other (please specify):* _____

* Documentation of this form of in-person training must be maintained in the project file by the PI. All other training will be documented in either the Research Administration Education & Compliance training system or in Banner.

PROJECTS FUNDED BY USDA NIFA

Online (CITI) RCR Training:⁽²⁾ All students, postdoctoral researchers, faculty, and staff funded by the USDA NIFA program are required to complete an online CITI RCR course (www.rcr.gatech.edu/online-training). Check the box to acknowledge the online training requirement for NIFA.

(1) The RCR training requirement applies to the following NIH programs: D43, D71, F05, F30, F31, F32, F33, F34, F37, F38, K01, K02, K05, K07, K08, K12, K18, K22, K23, K24, K25, K26, K30, K99/R00, K11, K12, R25, R36, T15, T32, T34, T35, T36, T37, T90/R90, T11, T12, and U2R.
(2) The online training - a CITI RCR course - must be successfully completed within ninety [90] days of being appointed to a covered project. However, the training must be completed before an applicable person graduates or otherwise leaves the Institute even if that imposes a shorter deadline.
(3) The "in-person" RCR training requirement must be completed within the first year of the appointment to the project or before the applicable person graduates or otherwise leaves the Institute even if that imposes a shorter deadline.

Footnotes to clarify documentation requirements, applicability and training deadlines

Helpful Links

- ▶ **RCR Compliance Policy** <http://policylibrary.gatech.edu/research-support/responsible-conduct-research-compliance-policy>
- ▶ **Compliance Training Matrix** <http://rcr.gatech.edu/compliance-training-matrix>
- ▶ **Online CITI RCR Training** <http://rcr.gatech.edu/online-training>
- ▶ **Approved RCR Doctoral Courses** <http://rcr.gatech.edu/doctoral-courses>
- ▶ **Approved OSP Training Events** <http://rcr.gatech.edu/workshops>
- ▶ **Contact Us** <http://rcr.gatech.edu/contact>