

# **Responsible Conduct of Research Training for National Science Foundation Awards: Policy and Procedures**

## **POLICY**

In order to comply with the National Science Foundation's (NSF) requirement for training in Responsible Conduct of Research (RCR), Bard College requires that those students (undergraduates and graduates), postdoctoral researchers and staff who receive NSF funds (support from salary and/or stipends to conduct research on NSF grants) will take and complete RCR training.

## **BACKGROUND**

Bard College has a responsibility as the steward of institutional resources, which includes public (federal, state, or local government) and private funds, to ensure that all funded activities reflect the College's primary mission of scholarly inquiry and education. As such, Bard must comply with all Sponsor requirements.

The National Science Foundation requires that institutions ensure that all students (undergraduates and graduates), postdoctoral researchers and staff who receive NSF funds (support from salary and/or stipends to conduct research on NSF grants) will obtain RCR training.

## **COVERED BY THIS POLICY**

This policy pertains to all Bard College students (undergraduates and graduates), postdoctoral researchers, and staff who receive NSF funds (support from salary and/or stipends to conduct research on NSF grants).

**Note:** Other Sponsors may have RCR training requirements which differ from the NSF's requirements. In these instances, the Principle Investigator must contact the Associate Dean for Regulatory Compliance to develop a RCR training program to ensure compliance.

## **DEFINITIONS**

**Responsible Conduct of Research:** The practice of scientific investigation with integrity. It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research. Areas of training include, but are not limited to:

- Animal Welfare
- Collaborative Research
- Conflict of Interest
- Data Management
- Human Subjects Research
- Mentoring
- Peer Review
- Responsible Publication and Authorship
- Research Misconduct-Plagiarism, Fabrication, and Falsification

## **PROCEDURES**

To ensure that Bard is complying, all students (undergraduates and graduates), postdoctoral researchers, and staff who receive NSF funds must provide proof of completion of a RCR training program. Bard will accept proof of completion of an RCR training program if the training was completed with the past two years.

Bard currently offers RCR training through the CITI Program suite of online training sessions. Instructions on how to log into CITI Program can be found in Appendix A: Instructions on How to Use CITI Programs.

Once the training is completed, the completion certificate should be sent to the Bard Grants Officer who oversees the award.

## **RELEVANT REGULATIONS**

- National Science Foundation (NSF) RCR Regulations: [NSF Proposal & Award Policies and Procedures Guide \(2019\), Chapter IX.B](#)
- America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act: 42 U.S.C. 1862o-1; Section 7009

## APPENDIX A: Instructions on How to Use CITI Programs

### Instructions for CITI Program RCR Training:

1. Go to the external-based website [www.citiprogram.org](http://www.citiprogram.org)
2. If you have already used CITI for any training (even at another institution), use your existing username and password, and select “Add a course...” from your homepage (see #7 below).
3. If you have not used CITI before, click on the “Register” Link on the home page
4. Select “Bard College” from the drop down list of Participating Institutions in Step 1.
5. It is recommended that your username be a combination of your first and last name (for example, johnsmith or jsmith), or another username that is easy to remember.
6. Use your Bard email address as the preferred email address.
7. Once you are logged-in, select “Add a Course”
8. For Question #3 click on “Researchers and Staff”. For Questions 1, 2, and 4, you can click on “Not at this time”. Then scroll to the bottom of the page and hit “Submit”.
9. After hitting Submit, the site will bring you to a page with your courses. Click on “Start now” to begin.
10. Lastly, the trainings have “Required” and “Supplemental” Modules. The Supplemental modules are presented to offer you more information in areas you may find interesting or that may be related to your research; you are not required to take these modules.

### If you have taken CITI RCR training at another institution, follow these instructions to transfer your completion credit to Bard:

1. Go to the external-based website [www.citiprogram.org](http://www.citiprogram.org)
2. If you have previously completed course work through CITI program while at another institution, you may transfer your completed work to Bard.
3. Log-on as a registered user.
4. Once you are on the Main Page, select the red link “Affiliate with another Institution.”
5. Select “Bard College” from the drop down list of Participating Institutions.
6. Once you have completed your affiliation with Bard on the CITI program website, email the Associate Dean for Regulatory Compliance at [bburgess@bard.edu](mailto:bburgess@bard.edu) to let them know you have already completed the training at another institution and you have now affiliated it with Bard College.