



Policy Name:	Responsible Conduct of Research Policy		
Associated Form(s):	N/A	Policy Number:	2018-
Reviewed:	Non-Academic Policy Review Advisory Council	Approved:	
Approval Authority:	President	Adopted:	
Responsible Executive(s):	Provost	Revised:	N/A
Responsible Office(s):	Office of the Provost	Contact(s):	Saul Fisher

I. Policy Statement

It is the policy of Mercy College that all faculty, staff, and graduate and undergraduate students involved in scientific and empirical research must complete training in the Responsible Conduct of Research. Trainees engaged in research at the undergraduate or graduate level will receive instruction in ethical considerations and decision making in RCR that is appropriate for their disciplines and stage of research education and curricula. Faculty and staff engaged in scientific and empirical research must complete RCR training regardless of funding. It is the responsibility of the faculty researcher to ensure that all applicable team members are informed of this requirement and that the requirement has been met.

II. Mercy College Faculty and Staff Online Training

All faculty and staff members involved in scientific and empirical research, regardless of whether it is funded, must complete required online modules of the **Collaborative Institutional Training Initiative's (CITI) training in RCR**. This online training should be completed within six weeks of beginning research activities. However, when applying for IRB approvals, IRB guidelines for submitting proposals must be followed, which state that all research proposals submitted to the Mercy College IRB must contain a certificate of successful completion of the CITI training program for all key personnel.

Information and instructions for the CITI training may be found at <https://www.mercy.edu/academics/research-grants/citi> . Online RCR training certificates are valid for four years; after four years, training must be completed again. A list of Mercy's required and optional CITI RCR training courses is available upon request from the Research and Grants Coordinator in the Office of the Provost.

III. Mercy College Graduate and Undergraduate Students

Graduate and undergraduate students who are involved in scientific and empirical research, regardless of funding, must complete required online modules of **CITI training in RCR** within six weeks of initiating their research activities. However, when applying for IRB approvals, IRB guidelines for submitting proposals must be followed, which state that all research proposals submitted to the Mercy College IRB must contain a certificate of successful completion of the CITI training program for all key personnel.

Instructions for completing the CITI training are found at <https://www.mercy.edu/academics/research-grants/citi> . Online RCR training certificates are valid for four years; after four years training must be completed again. A list of Mercy's required and optional CITI RCR training courses is available upon request.

IV. Documentation of Training

All researchers are expected to maintain records documenting the fact that they have completed training in RCR. In addition, they are expected to submit digital copies of their training certificates to the following College personnel:

1. *Mercy College's Research and Grants Coordinator.* The Research and Grants Coordinator will maintain documentation of completion of RCR training for all Mercy researchers, whether faculty, staff, graduate or undergraduate students. The Coordinator also will provide information about RCR training to faculty, staff, and students who are involved in scientific and empirical research, and guidance with regard to any RCR issues.
2. *Director, Office of Sponsored Programs.* The Director, Office of Sponsored Programs, will ensure that a copy of an up-to-date RCR training certificate for each PI or co-PI of a research grant application is on file before a grant application may be submitted.

V. Responsible Faculty Advisors

Faculty advisors of graduate and undergraduate students who are involved in scientific research related activities will have the following RCR training responsibilities:

1. Faculty advisors will provide ongoing training to their student researchers in RCR topics specific to their research setting. This training may include face-to-face discussions during group or individual meetings.
2. Faculty advisors will make themselves available to their students in need of guidance about RCR issues.
3. Faculty advisors will maintain copies of RCR training certificates of completion for their student researchers.
4. Faculty advisors will ensure that students comply with particular federal sponsor requirements for RCR training. Such requirements include, but are not limited to, the following:

Requirements	NSF	NIH
Who must complete training?	NSF expects institutions to be able to verify that those students (undergraduates and graduates) and postdoctoral researchers who receive NSF funds support from salary or stipends to conduct research on NSF grants will obtain RCR training.	All undergraduates, graduate students, postdoctoral fellows, and junior faculty supported by early career awards and training grants. See https://researchtraining.nih.gov/
Presentation	Defined by institution.	At least eight hours of in-classroom face-to-face training involving case studies, small-group discussions. Participation by research training faculty members is highly encouraged.
Content	Defined by institution.	Conflict of interest (personal, professional and financial); policies

		regarding human subjects, live vertebrate animal subjects in research; mentor/mentee responsibilities and relationships; collaborative research including collaborations with industry peer review; data acquisition and laboratory tools; management, sharing and ownership; research misconduct and policies for handling misconduct; responsible authorship and publication; and scientist as responsible member of society.
Duration	Defined by institution.	A minimum of once at undergraduate, post-baccalaureate, pre-doctoral, postdoctoral, and faculty levels.
Frequency	Defined by institution.	No less than once every four years.

VI. Background

Mercy College’s Policy for the Responsible Conduct of Research (RCR) is intended to comply with the requirements of the National Science Foundation (NSF) and the National Institutes of Health (NIH). These requirements are detailed in NSF’s *Proposal and Award Policies and Procedures Guide*, https://www.nsf.gov/pubs/policydocs/pappg18_1/nsf18_1.pdf, and outlined in NIH’s NOT-OD_10-019 as updated by NOT-OD-16-122 <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-122.html>.