

California State University San Marcos (CSUSM)
Institutional Plan for Training on the Responsible Conduct of Research (RCR)

I. Preamble:

California State University San Marcos (CSUSM) promotes the responsible conduct of research (RCR) among CSUSM faculty, students, and staff. Federal legislation and regulations (e.g., NIH Policy and the America COMPETES Act) require awardees of specific federally-funded research and training grants to provide appropriate RCR training for trainees. Namely, a National Institutes of Health (NIH) policy requires awardees to provide RCR training for trainees in career development, research education, and dissertation research grants. In addition, the National Science Foundation (NSF) requires awardees to provide RCR training for undergraduate students, graduate students, and postdoctoral researchers supported by NSF to conduct research. It is the responsibility of the University to ensure that awardees of these projects are able to comply with the federal RCR requirements. Thus, the following guidelines are intended to assist CSUSM investigators to comply with federal RCR training requirements.

II. Roles and Responsibilities:

Dean, Office of Graduate Studies & Research (OGSR)

1. Raise awareness of RCR issues and training requirements
2. Develop and provide opportunities for RCR training
3. Oversee and maintain documented compliance with RCR training requirements

B. Principal Investigator (PI):

1. Understand and comply with RCR requirements.
2. Ensure that trainees complete RCR requirements in a timely manner
3. Report documented completion of RCR training to the funding agency, as appropriate, with a copy to the Dean, OGSR and UARSC Office of Sponsored Projects.

C. UARSC Office of Sponsored Projects (OSP):

1. Notify PIs of the RCR Institutional Plan for Training, and website location, for NIH & NSF grant submissions and awards
2. Collaborate with Dean, OGSR in monitoring compliance with RCR requirements
3. Retain a copy of confirmation of RCR training completion on file

III. Training Requirement Resources

- A. Online Training: Unless an alternative plan is approved by the Dean, OGSR, investigators and trainees who are required to fulfill RCR training per federal policy shall complete the appropriate CITI online RCR training modules available at the CSUSM Office of Graduate Studies & Research (OGSR) website.
- B. Seminars: Unless an alternative plan is approved by the Dean, OGSR, investigators and trainees who are required to fulfill RCR training per federal policy shall complete an OGSR-sponsored face-to-face RCR training seminar. The OGSR-sponsored seminar generally covers topics, such as:

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1. Conflict of interest
2. Policies regarding human subjects and vertebrate animal subjects in research
3. Mentor/mentee responsibilities and relationships
4. Collaborative research
5. Peer review
6. Data acquisition and laboratory tools; management, sharing and ownership
7. Research misconduct
8. Responsible authorship and publication
9. Contemporary ethical issues in research

C. Alternative RCR Training Plans: Principal Investigators (PIs) may provide RCR training to their trainees. In order for such training to be endorsed by the university as fulfilling RCR requirements, the proposed training must be reviewed and approved by the Dean, OGSR at the time of proposal submission. Sufficient description of the proposed training should be included in the narrative. Any substantive changes from the accepted plan must be approved by the Dean, OGSR. PI seeking assistance with developing appropriate RCR training should consult with the Dean, OGSR and OGSR staff.

D. Other RCR Resources:

1. Office of Research Integrity (ORI)
<http://ori.dhhs.gov/>
2. American Association for the Advancement of Science
Research Integrity Videos
3. NIH
 - a. *Research Conduct and Ethics Instructional Materials*
 - b. *Introduction to the Responsible Conduct of Research*
4. American Association for the Advancement of Science
The AAAS-ORI Select Bibliography and Resources on RCR
5. American Psychological Society
Misconduct of Others: Prevention Techniques for Researchers

IV. Suggested RCR Plan Narrative for NIH/NSF Grant Proposals:

The following text is suggested for grant proposals requiring an RCR Training Plan in the proposal narrative:

CSUSM provides several mechanisms for RCR training of students. In addition to online CITI RCR training, the Office of Graduate Studies & Research (OGSR) sponsors a comprehensive RCR seminar. The seminar includes topic areas, such as conflict of interest, use of human and animal subjects, mentor/student responsibilities, peer review, data acquisition and management, research misconduct, responsible authorship and publication, and ethical issues. The seminar is open to all investigators and trainees who are required to fulfill RCR training per federal policy. In addition, RCR training may be offered by a principal investigator, center, department, or program through existing courses or within a research setting. Such trainings are approved by the Dean, Office of Graduate Studies and Research to fulfill RCR requirements.