Background

King’s College takes seriously its obligation to implement and support best practices in research. King’s Academic Grants Office provides guidance and support for the implementation of training for Responsible Conduct of Research (RCR). In compliance with Section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act (42 U.S.C. 1862o–1) King’s College has developed this RCR Institutional Plan to provide appropriate training and oversight in the responsible and ethical conduct of research.

Responsible and ethical conduct of research is critical for excellence, as well as public trust, in science and engineering. Consequently, education in RCR is considered essential in the preparation of future scientists and engineers.

Requirements

Section 7009 of the COMPETES Act requires that

“each institution that applies for financial assistance from the National Science Foundation for science and engineering research or education describe in its grant proposal a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project.”

RCR training is available for everyone at King’s College both through specific King’s departmental curriculum and supplemented by Collaborative Institutional Training Initiative (CITI) online courses. The entire King’s research community is encouraged to take advantage of available general training and training specific to their area of research. RCR training is mandatory for researchers supported by NSF and NIH as stated below and encouraged for everyone else anticipating support:
**National Science Foundation (NSF)**

NSF requires that at the time of proposal submission to NSF, a proposing institution’s authorized representative certify 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, and postdoctoral researchers who will be supported by NSF to conduct research. While RCR institutional plans are not required to be included in proposals submitted to NSF, the institution is required to have a plan in place. NSF may request a copy of the plan at any time. This policy applies to all proposals submitted on or after January 4, 2010. For additional information and Frequently Asked Questions, visit the [NSF Responsible Conduct of Research web site](https://www.nsf.gov/od/odawards/rcr.cfm).

*There is no action required by the Principal Investigator at the time of proposal.*

**National Institutes of Health (NIH)**

NIH requires that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive training in RCR. This policy is effective with all new and renewal applications submitted on or after January 23, 2010, and for all continuation (Type 5) applications with deadlines on or after January 11, 2011. For additional information, visit the [NIH Update on the Requirement for Instruction in the Responsible Conduct of Research page](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-102.html).

*The RCR Institutional Plan does have to be submitted with the proposal.*

**RCR Online Training Program**

The Collaborative Institutional Training Initiative (CITI) program provides specific online training modules in ethics research education to meet the initial requirements of the NSF regulations and supplement departmental specific RCR training. The CITI RCR course is available to the entire King’s community and can be accessed through the [CITI RCR Course website](https://citiprogram.org/courses/rcr/).

The CITI program is comprised of various learning modules:

- Basic Courses in the Protection of Human Research Subjects
- Biomedical Focus
- Social and Behavioral Focus
- Refresher Courses
- Good Clinical Practice Course
- Health Information Privacy and Security Course (HIPS)
- Laboratory Animal Welfare Courses for investigators and IACUC Members
- Responsible Conduct of Research (RCR)

A certificate of completion is obtained at the conclusion of training for scores of 85% and above. Along with this training option, King’s will accept certificates of completion if an individual has completed RCR training while at a different institution after a review of the other institution’s RCR program has been completed by the Academic Grants Office and found to be equivalent to the training available at King’s College. Additionally, the individual must provide King’s College with an official certificate of completion and the King’s RCR Training Confirmation form.

Training in RCR is most effective in the context of the day-to-day classroom and research activities. Principal Investigators are expected to make RCR part of their discussions with grant participants, which will foster interaction among faculty and students.

**Occurrence of RCR Training**

King’s College requires that Principal Investigators require students obtain the online RCR training/certification before being hired on the sponsored project. Continual RCR training occurs through course instruction and faculty/student discussions. It is expected that undergraduate students will receive ongoing RCR training throughout their study at King’s College. Certification is required only once.

**Monitoring Compliance**

The Academic Grants Office is the Authorized Organizational Representative (AOR) for certifying that the Institutional RCR Training Plan is in place at the time of proposal submission.
The office will be responsible for monitoring compliance of required RCR training, as follows:

1. The Academic Grants office, as the contract/award receiving office, will identify and document the RCR requirement as applicable in the internal proposal preparation process. Academic Grants will forward the information to the King’s Business Office, who will flag the requirement in the International Resource Information System (IRIS).

2. The Academic Grants personnel will submit email notification to the project’s Principal Investigator, the Department Chair, and the Vice President for Academic Affairs about the RCR requirement and the King’s RCR Training Confirmation form.

3. When the RCR training is completed, the online system will issue a “Certificate of Completion.” That certificate, along with the King’s RCR Training Confirmation Form must be signed by the trainee and the PI. Both documents are then submitted to:

   - Karen Baker
     Director, Academic Grants
     214 Administration Building
     King’s College
     Or via email to karenbaker@kings.edu

The Academic Grants Office will maintain receipt of the documents and cross reference the individuals who have met the RCR requirement with individuals identified in the IRIS payroll system as being employed on a sponsored project that requires RCR training.

Academic Grants will be responsible for following up with the PI, Business Office, Department Chairs and Vice President for Academic Affairs if full compliance with the RCR training has not occurred.

**RCR Program Assessment**

The RCR Institutional Plan is intended to provide flexibility in content and delivery and to address the varying needs of different disciplines at King’s College. This plan will be regularly assessed and monitored as educational outcomes are evaluated and best practices are developed to advance RCR education at King’s College. The plan will also be assessed as NSF, NIH and other funding agency requirements change over time.