

COLLEGE AND ADMINISTRATIVE POLICY

Policy Title:	SIENA COLLEGE POLICY for TRAINING IN THE RESPONSIBLE CONDUCT OF RESEARCH (RCR)
Type or category of Policy:	College/Administrative/Departmental
Approval Authority:	Provost
Responsible Executive:	Provost
Responsible Office:	Office of Grants and Sponsored Research
Owner Contact:	Director of Grants and Sponsored Research, sponsoredresearch@siena.edu , 783-2322
Reviewed By:	Margaret Madden, Provost and Senior Vice President
Reviewed Date:	February 2023
Last Revised and Effective Date of Revision:	February 2023

Brief Overview of the Policy

This policy sets forth Siena College's requirements for the mandatory training of students, faculty, and other senior personnel (if funded by the National Science Foundation) in the responsible and ethical conduct of research. For students it applies to all that are paid to conduct research, from both external and internal funding sources, regardless of sponsor.

Reason for Policy

The policy meets federal agency requirements and upholds the College's expectations that research and creative activity be conducted with integrity and ethical standards consistent with institutional mission and vision.

Scope of the Policy: Entities or Individuals affected by this policy

- *All faculty, administration, and staff members*

The Official Policy

Research and scholarship at Siena College are expected to be conducted with integrity and at the highest ethical standard. All students paid (by wages or stipends) to conduct research at Siena, whether through external grants or with institutional funds, or receiving academic credit for participating in grant-funded research, must complete Responsible Conduct of Research (RCR) training no later than two weeks after beginning their research, but preferably on the first day of their research appointment. Because this training is mandatory, students should complete it during work hours for which they are compensated. This policy also applies to students from other colleges who are participating in a grant-funded project at Siena College. RCR compliance will be overseen by the Director of Grants and Sponsored Research. Faculty/Principal Investigators (PIs) are responsible for ensuring that student researchers receive appropriate training. The [Grant Application Endorsement Form](#) requires acknowledgment from a PI who submits an external grant proposal that requests funding for undergraduate students to engage in research. This acknowledgment indicates that the PI agrees to assume responsibility for the appropriate training of his/her student researchers.

Each student must successfully complete the appropriate [CITI](#) RCR training course modules. This requirement may be waived by the Director of Grants and Sponsored Research for students who have successfully completed an RCR workshop or course (at Siena or another institution) designed to satisfy the training requirement. The Director of Grants and Sponsored Research will specify what constitutes appropriate training and documentation in the case of a waiver. Note: to have this requirement waived, students must complete a RCR Waiver Form and have it signed by their faculty supervisors.

Faculty/Principal Investigators and other senior personnel that are supported by NSF must successfully complete the appropriate CITI RCR training course modules that covers training, oversight in the responsible and ethical conduct of research as well as mentor training and mentorship. This requirement stems from the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act (42 USC 1862o–1),

Successful completion of training will be documented within CITI or by providing a valid RCR certificate of completion generated by the CITI, RCR Waiver Form, or by other documentation accepted by the Director of Grants and Sponsored Research. CITI training is valid for three years after the date of completion.

This policy is compliant with the National Science Foundation's [requirement for RCR training](#) that has been in effect since 2007.

For research funded by a National Institutes of Health under CAREER awards such as Fellowships or Training awards: NIH requires RCR training that follows the plan and frequency of training as described in the grant proposal's attachment. NIH Fellowship and Training Awardees must receive instruction that meets NIH's requirements for topics and number of hours. NIH requires that instruction must be taken at least once during each career stage, and every four years after.

Resources

- Office of Grants and Sponsored Research [website](#)
- External Grants Handbook

Adopted: originally adopted in 2013

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