

University of Wisconsin Oshkosh
Office of Sponsored Programs

Responsible Conduct of Research Training	
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Responsible Conduct of Research Training

I. Purpose:

Conducting and reporting research ethically is fundamental to academic research and part of the mission of the University of Wisconsin Oshkosh. Responsible Conduct of Research is defined as awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research. The behavior of researchers must inspire trust with the public and within the scientific community and among colleagues. The University strives to foster the highest scholarly and ethical standards among its students, faculty, and staff. The University has policies for reporting and dealing with research misconduct and provides training opportunities in research ethics.

Several federal requirements ensure those conducting research are trained in responsible conduct of research. The National Institutes of Health (NIH), National Science Foundation (NSF), and United States Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA) require research ethics training related to certain awards. Prime recipients are obligated to flow down grant terms and conditions related to training to sub-recipients.

II. Policy:

The University of Wisconsin Oshkosh requires responsible conduct of research training for the following types or research awards or grants:

National Institutes of Health (NIH)

The National Institutes of Health [NOT-OD-10-019](#) requires all NIH trainees, fellows, participants, and scholars receiving support through any NIH training, career development award, research education grant, and dissertation research grant receive training in responsible conduct of research.

National Science Foundation (NSF)

The National Science Foundation, by mandate of United States Congress in the [America Competes Act Section 7009](#), requires all undergraduate students, graduate students, and postdoctoral researchers supported by NSF award funding at UW Oshkosh receive training in the responsible conduct of research.

United States Department of Agriculture (USDA/NIFA)

The United States Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA), in accordance with sections 2,3, and 8 of [2 CFR Part 422](#), added a requirement for responsible conduct of research training for specific awards. Principal investigators, co-investigators and participants paid from the grant must take responsible conduct in research training. This includes, but is not limited to, undergraduates, graduate students, postdoctoral researchers, and sub-recipient participants.

While training may not be required for all sponsors, responsible conduct in research training is recommended and available to all faculty, staff, and students engaging in research. Faculty and staff are encouraged to take the online training and provide training in responsible conduct of research to students working under all federally sponsored awards, regardless of funding sponsor.

III. Procedures

The plan to train undergraduate students, graduate students, and postdoctoral researchers in the responsible conduct of research involves identification and notification, and training and verification. The Office of Sponsored Programs will be the primary office responsible for compliance with the responsible conduct of research plan.

Identification and Notification:

The Office of Sponsored Programs will take the lead in notifying individuals of applicability and training requirement. Individuals will have 30 days to complete the training. Payment from the grant may be withheld if training is not completed within that timeframe. If additional time is needed, a request may be made in writing.

Training and Verification:

The University of Wisconsin Oshkosh's responsible conduct of research training emphasizes instructional areas suggested by the U.S. Department of Health and Human Services, Office of Research Integrity and guidelines from the National Institutes of Health. Responsible conduct of research training may occur in three components. To meet the requirements of NSF, NIH, and USDA-NIFA grant terms and conditions, the following responsible conduct of research training will be followed:

Component I:

A. NIH Grants

The National Institutes of Health (NIH) requires a minimum of eight hours of face-to-face training for trainees, fellows, participants, and scholars supported by certain types of D, F, K, R, T and U awards. The training requirement applies to the following programs: D43, D71, F05, F30, F31, F32, F33, F34, F37, F38, K01, K02, K05, K07, K08, K12, K18, K22, K23, K24, K25, K26, K30, K99/R00, KL1, KL2, R25, R36, T15, T32, T34, T35, T36, T37, T90/R90, TL1, TU2, and U2R. This policy also applies to any other NIH-funded programs supporting research training, career development, or research education that require instruction in responsible conduct of research as stated in the relevant funding opportunity announcements.

The NIH recommends the topics below for comprehensive research ethics training:

- Conflict of Interest- Personal, Professional, and Financial
- Policies regarding human subjects; live vertebrate animal use in research and safe laboratory practices
- 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
- The Scientist as a Responsible Member of Society, Contemporary Ethical Issues in Biomedical Research, and the Environmental and Societal Impacts of Scientific Research

B. NSF and USDA-NIFA Grants

Interactive online tutorials created by CITI Program (<http://citiprogram.org/>) will be made available to all identified individuals requiring training. The course content is tailored to the discipline. The following Responsible Conduct in Research Courses are available: RCR for Life Sciences, RCR for Social and Behavioral Science, RCR for Physical Science, or RCR for Arts and Humanities.

Instructions for accessing the online CITI training may be located here:

<https://uwosh.edu/sponsoredprograms/rcr/>.

The modules will be completed sequentially, though they do not need to be completed in one sitting. The amount of time to complete the interactive online tutorials is estimated to be between one and three hours. The undergraduate students, graduate students, and postdoctoral researchers should complete the tutorials individually and on their own schedule, either prior to or in the early weeks of the research work, and prior to receiving compensation.

Interactive online tutorials overview researchers' rights and obligations; collaboration, communication, and grants management; and intellectual property. More specifically, they address core elements of:

- Data acquisition & management
- Mentoring & Trainee responsibilities
- Research Misconduct
- Peer Review
- Authorship
- Collaborative Research
- Conflicts of Interest

The interactive online tutorials have a built-in system for verification. During registration, identified undergraduates, graduates, and postdoctoral researchers provide their email address and indicate an affiliation with UW Oshkosh. Upon tutorial completion, a completion report is kept in the online system, and a copy is emailed to the user. Please send a copy of the completion report to the Office of Sponsored Programs at OSP@uwosh.edu to verify training completion.

Component II: Individuals conducting experiments with human or animal subjects or hazardous biological materials require additional training as set forth by the University of Wisconsin Oshkosh:

- Human Subjects Research Training (IRB)
Prior to receiving IRB approval, Principal Investigators and their research staff must complete training in human research ethics. Training is conducted through [CITI Program](#). Additional information on human subjects research training is located here: <https://uwosh.edu/sponsoredprograms/irb/training/>
- Animal Care and Use Training (IACUC)
Prior to receiving IACUC approval, Principal Investigators (PI) and their research staff are required to complete appropriate training in animal care and use. The training path required is based on the user's role and type of research. Animal Care and Use Certification involves in-person training as well as online training conducted through [CITI Program](#). Additional information on animal care and use training is located here: <https://uwosh.edu/sponsoredprograms/iacuc/training/>
- Biological Safety Training (IBC)
Prior to receiving IBC approval, Principal Investigators (PI) and their research staff are required to complete biosafety training for research or teaching experiments involving

hazardous biological materials, recombinant DNA or synthetic nucleic acids, or infectious human materials. Training is also required for faculty or staff that will be shipping regulated biological materials. Additional information on biosafety training is located here: <https://uwosh.edu/sponsoredprograms/ibc/training/>.

Component III: All identified undergraduate students, graduate students, and postdoctoral researchers must receive some in person instruction related to responsible conduct of research as part of their working relationship with faculty researchers. Given the diverse areas and experiences provided at the University of Wisconsin Oshkosh, it will be the responsibility of faculty mentors to devise and provide education that is appropriate for the content, context, and discipline of the research. Faculty mentors will submit verification to the Office of Sponsored Programs confirming that suitable preparation in the responsible conduct of research occurred. Verification of in-person training is submitted through the following Microsoft Form:

Responsible Conduct in Research Training Documentation: <https://forms.office.com/r/eMhhHUdavq>

This responsible conduct of research training plan is part of the University of Wisconsin Oshkosh’s ongoing commitment to passing along high ethical standards to the next generation of scholars.

Table 1: Training Requirements Summary

Responsible Conduct of Research Training Requirements						
	National Institutes of Health (NIH) certain D, F, K,R,T, U awards	National Science Foundation (NSF)	National Institute of Food and Agriculture (NIFA)	Project Involving Human Subjects	Project Involving Vertebrate Animals	Projects Involving Hazardous Biological Materials
Undergraduates	8 hours of Face to Face training	Online CITI RCR Training, Face to Face training with PI	Online CITI RCR Training, Face to Face training with PI	Online CITI Human Subjects Training	Online CITI and Face to Face Animal Certification	Online CITI Biosafety Training
Graduates	8 hours of Face to Face training	Online CITI RCR Training, Face to Face training with PI	Online CITI RCR Training, Face to Face training with PI	Online CITI Human Subjects Training	Online CITI and Face to Face Animal Certification	Online CITI Biosafety Training
Principal Investigator/ Project Director	8 hours of Face to Face training	Document Face to Face training with students	Online CITI RCR Training Document Face to Face training with students	Online CITI Human Subjects Training	Online CITI and Face to Face Animal Certification	Online CITI Biosafety Training