

College of Staten Island Responsible Conduct of Research Policy

The College of Staten Island is committed to ensuring the responsible and ethical conduct of research. Sustainment of a culture rich in research integrity promotes compliance and ensures public trust in an institution.

In compliance with the requirements of the National Science Foundation (NSF), the National Institutes of Health (NIH) and the [City University of New York \(CUNY\) Research Policy: Training in Responsible Conduct of Research](#), CSI's RCR Plan consists of the following:

A. On-line Training: Faculty, Undergraduates, Graduate students and post-doctoral researchers must take the RCR course appropriate to their discipline via the Collaborative Institutional Training Initiative (CITI) prior to initiating or participating as research personnel on any research project. RCR CITI training is valid for five (5) years and must be current at all times when involved in a project. Upon expiration in the fifth year, a refresher course must be taken in order to remain in compliance with this policy. Upon successful completion of the online training, the trainee is responsible for retaining a copy of his/her completion report and providing it to his/her PI and the Office of Sponsored Programs & Research OSPR. To access the course, visit www.citiprogram.org and affiliate with CUNY. Local training for Undergraduates and Graduate students will be provided on campus at least once a year.

- RCR Courses via CITI
 - RCR for Biomedical Faculty, Students and Postdoctoral Scholars
 - RCR for Social & Behavioral Faculty, Students and Postdoctoral Scholars
 - RCR for Physical Sciences Faculty, Students and Postdoctoral Scholars
 - RCR for Engineering Faculty, Students & Postdoctoral Scholars
 - RCR for Arts & Humanities Faculty, Students and Postdoctoral Scholars
 - RCR for Administrators (required only of individuals with oversight responsibility and compliance with this policy)

B. Post-Doctoral Researchers. All post-doctoral researchers must attend an RCR training workshop designed for post-doctoral researchers. Graduate and undergraduate students may attend if they wish. The CUNY post-doctoral office website provides information for the workshop schedule .

C. Group/Individual Training by Principal Investigator (PI): All researchers on sponsored projects will be provided continuing education on RCR topics specific to their research setting. Continuing education will consist of interactive discussions during group meetings and/or one-on-one discussions on the topic between PI and trainee. The PI responsible for conducting the training is afforded some latitude in how this requirement is met. However, he/she must retain documentation of having conducted this training to include date, topic and attendance. (Appendix B). Upon completion of

having conducted training, PI must provide a copy of the record to the trainee(s) for retention. Trainee is then responsible for forwarding documentation to the OSPR.

Additional Requirement: Researchers must submit a copy of their RCR training certificates with all grant proposals (internal or external) for which they are a principal investigator (PI) or a Co-PI to the CSI Grants Officer. The Grants Officer(s) shall ensure that the PI or Co-PI of each grant application has completed the required RCR training in accordance with this policy.

D. Tracking and Documentation: The Research Integrity Officer shall track researchers and their RCR completion requirements with sign in sheets for workshops and regular monitoring of PI's.

All questions relating to RCR at CSI should be directed to the Research Integrity Officer at CSI. Presently that person is Dr. Bertram Ploog, (Bertram.Ploog@csi.cuny.edu) who may be reached at 718.982.4083.

*Effective Date: March 21, 2014