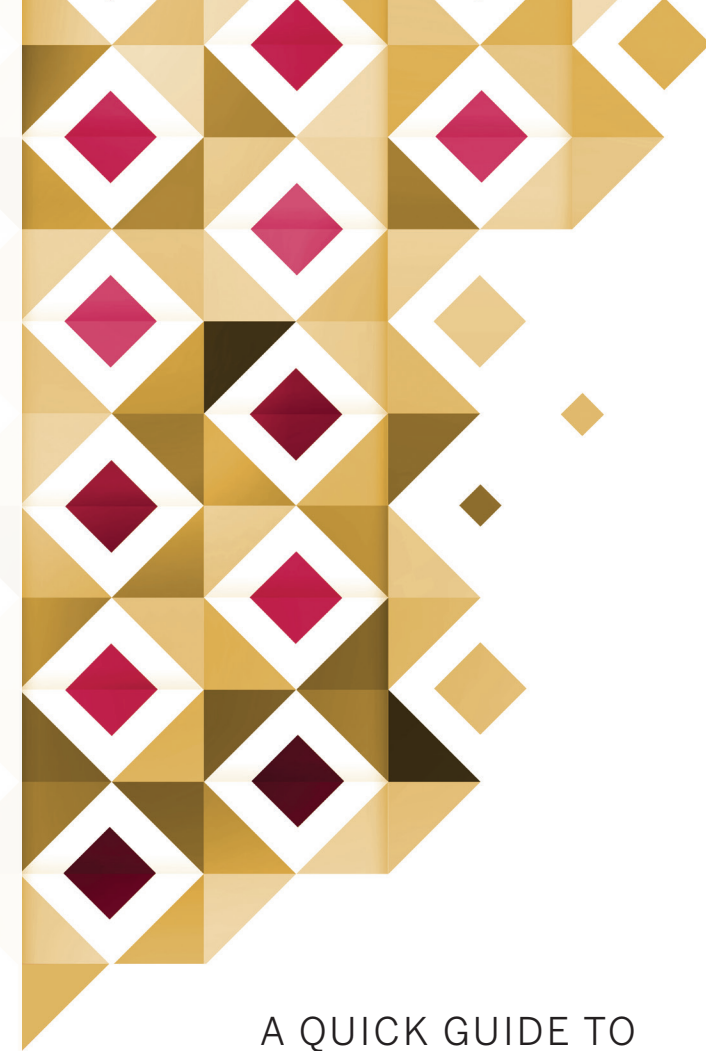training in RCR. The general content of RCR training, at a minimum, will emphasize three key areas of research ethics: authorship and plagiarism, data and research integration, and reporting misconduct. Principal investigators are advised that the documentation of the training are subject to NIFA review upon request.

Individuals can access an on-line course created and maintained by CITI to satisfy this requirement. See **research.fsu.edu/research-compliance/training/citi-login-instructions/responsible-conduct-of-research/**

Classroom Instruction

FSU offers the following classroom RCR courses:
- The Responsible Conduct of Research course offered each spring by the Graduate School. This is a one-hour graduate course. Contact Dr. Judy Devine at jdevine@fsu.edu.
- IHS 5515 - Ethics and Professional Integrity in Research

The Office of Research Compliance Programs (ORCP) is responsible for the development, oversight and monitoring of the research compliance program for Florida State University. ORCP is your one-stop shop for research compliance matters.

CONTACT
Diana Key, Director
2021 Westcott North
Tallahassee, FL 32306-1330

PHONE
(850) 644-8648

FAX
(850) 645-0108

EMAIL
research-compliance@fsu.edu

WEBSITE
research.fsu.edu/compliance

A QUICK GUIDE TO
RESPONSIBLE CONDUCT OF RESEARCH

FLORIDA STATE UNIVERSITY
OFFICE OF RESEARCH

About this Quick Guide

This Quick Guide has been published by Florida State University's Office of Research Compliance Programs (ORCP) as a brief summary of the laws, regulations, and issues to be considered with regards to responsible conduct of research (RCR) training in the university setting. While this Guide is designed to assist you in managing your sponsored projects, it is neither comprehensive nor exhaustive. For specific questions, review the applicable policy in its entirety, and contact ORCP as needed.

RCR Training Requirements

Certain Federal funding agencies have adopted requirements for training on RCR for certain individuals supported by or participating in projects funded by those agencies. The University has created Policy 7A-8, Responsible Conduct of Research Training, which outlines FSU's policy and procedures for ensuring compliance with these requirements. See **research.fsu.edu/media/2481/policy-7a-8.pdf**

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 instruction in RCR. The NIH policy applies to any NIH-funded program supporting research training, career development, or research education that require instruction in responsible conduct of research as stated in the relevant funding opportunity announcements.

A plan that employs only online coursework for instruction in responsible conduct of research will not be considered acceptable, except in special instances of short-term training programs, or unusual and well-justified circumstances. Training faculty and sponsors/mentors are highly encouraged to contribute in formal and informal instruction. Acceptable programs generally involve at least eight contact hours. For supplemental training, individuals can access an on-line course created and maintained by CITI. See **research.fsu.edu/research-compliance/training/citi-login-instructions/responsible-conduct-of-research/**

Instruction must be undertaken at least once during each career stage, and at a frequency of no less than once every four years. Individuals at the early career investigator level must receive instruction in RCR at least once during this career stage. Senior fellows and career award recipients may fulfill the requirement for instruction in RCR by participating as lecturers and discussion leaders. To meet the above requirements, instruction in RCR may take place, in appropriate circumstances, in a year when the trainee, fellow or career award recipient is not actually supported by an NIH grant.

See the latest NIH Notice on RCR (**grants.nih.gov/policy/research_integrity/index.htm**) for specific training content requirements.

National Science Foundation (NSF)

RCR 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. The university is required to complete a certification that the institution has a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research. While training plans are not required to be included in proposals submitted to NSF, principal investigators are advised that they are subject to review, upon request. Additional information regarding the NSF requirement for training in RCR is included at **nsf.gov/bfa/dias/policy/rcr.jsp**

Postdoctoral fellows and graduate students must complete their training within two months of their initial appointment or assignment to the grant. Undergraduates must complete their training within one month of their initial appointment or assignment to the grant.

Individuals can access an on-line course created and maintained by CITI to satisfy this requirement. See **research.fsu.edu/research-compliance/training/citi-login-instructions/responsible-conduct-of-research/**

USDA National Institute of Food and Agriculture (NIFA)

By accepting a NIFA award, the principal investigator assures that program directors, faculty, undergraduate students, graduate students, postdoctoral researchers, and any staff participating in the research project receive appropriate