

RESPONSIBLE CONDUCT OF RESEARCH (RCR)

FAQ: MEETING THE UM RCR TRAINING REQUIREMENT

Who is required to complete RCR training?

Consistent with federal mandates from the [NIH](#) (2010) and [NSF](#) (2009), UM's Responsible Conduct of Research (RCR) policy extends to all trainees who are involved in research. "Trainees" include undergraduates, graduate students, and post-docs. It also includes faculty supported by grants that explicitly include an RCR training requirement.

Persons are considered "involved in research" if they participate substantively in the design, conduct or reporting of research. A person who is funded on a research grant is considered to be a substantive participant in research unless demonstrated otherwise.

Can a person be exempted from training if they are federally funded but not "involved in research"?

Yes. But it is up to each school or college to determine if an exemption is warranted.

What kind of RCR training is required?

UM's current policy sets a minimum standard for RCR training based on a trainee's funding source(s):

Persons supported by NSF research funds are required to complete CITI Program online RCR training.

Persons supported by NIH research funds are required to complete "live" classroom training of some kind in addition to the CITI online training. Classroom training may be offered by Ethics Programs or the trainee's home school, college, or department.

Funder	CITI Online Training	Classroom Training
NIH	Required	Required
NSF	Required	Recommended
Other	Recommended	Recommended

UM schools and colleges may choose to exceed this minimum, or mandate RCR training for some types of trainees regardless of funding source. Check with the [school/college RCR contact](#) for information about the particular requirements that apply (contact listing available at www.miami.edu/rcr).

Note that other CITI online training, such as that required for human or animal subjects research, or to meet conflict of interest requirements, does NOT meet the RCR training requirement. One of CITI's RCR courses is required.

How can a school, college or department confirm which trainees are affected?

Periodically and upon request, the Ethics Programs will send a list of a school's, college's or department's trainees that includes current funding information related to grants from NIH, NSF or other federal sources. This listing will also include completion records for CITI or classroom RCR sessions, where available and if matched by C-number.

Trainees are urged to ensure that a correct C-number is entered when using the CITI Program platform and when signing-in for live classes.

When is training required?

Under federal regulations and UM policy, training is required at each “career stage” or every four years, whichever comes first. An example of a career stage transition would be from undergrad to graduate student, or graduate student to post-doc.

CITI Program online RCR training should be completed as soon as possible after a career transition (e.g., early in the first semester of a trainee’s program). Classroom training, for which completion of a CITI RCR course is generally a pre-requisite, should be completed within the first 6 months.

How is CITI Program online RCR training accessed?

CITI’s RCR courses are available 24/7 online. The courses are free, because UM is a CITI subscriber, but individual registration is required. For detailed instructions on using the CITI platform, see the document “[Accessing CITI Program Online RCR Courses](#).” (These and other documents described in this FAQ are available at www.miami.edu/rcr.)

How is classroom-based training arranged?

Classroom-based RCR training is offered by the Ethics Programs several times a year at Gables, Medical and RSMAS campuses. The www.miami.edu/rcr site has a link to a listing of [currently scheduled RCR classes](#). Note that while most classes are open to affiliates of any program, some are closed (restricted) to particular audiences. The class list will indicate which sessions are open.

Schools, colleges, and departments may request special sessions for their trainees, or enroll their students in a currently scheduled open session. Contact the Ethics Programs at 305-243-5723 or ethics@miami.edu to make a “reservation.” Ethics Programs will also assist schools, colleges, and departments that wish to create their own “live” RCR training sessions by providing supplemental instructional materials and/or instructors as requested.

What is the cost of Ethics Programs RCR sessions?

There is no charge. However, it is the responsibility of each school/college/department requesting an RCR session from Ethics Programs to secure a classroom of appropriate size for the agreed-upon dates and times. Provision of food or beverages is at the discretion of (and at the expense of) the sponsoring school, college, or department.

In addition to a rough estimate of the number of trainees and their level(s), Ethics Programs will need a list with the names, C-numbers and email addresses of each trainee, ideally at least two business days before the first class (in Excel format).

How is completion of RCR training recorded and reported?

Ethics Programs will provide attendance lists from classroom sessions at the end of each class session and upon request thereafter. These attendance lists will also note CITI online RCR course completions where a C-number match allows that to be reported.

Schools and colleges may elect to record completions in the UM Registrar system, using the codes [RST 401/501/601](#) (for CITI Program online RCR) and [RST 402/502/602](#) (for classroom sessions). (Click on the links for more information or go to www.miami.edu/rcr.) Schools and colleges that have already created Registrar codes for recording RCR training may continue to use those. ULearn cannot be used to track RCR training because licensing is not available for students.

What is covered in online and classroom RCR training?

RCR is defined (by the [NIH](#)) as “the practice of scientific investigation with integrity ... involv[ing] the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research.”

RCR training covers a standard set of core topics: authorship and publication, collaborative research, conflicts of interest, data management, mentoring, peer review, research misconduct, research with animal subjects, and research with human subjects. All of these are covered in both the CITI online RCR courses and in the classroom sessions.

In addition to these core topics, RCR sessions may include: conflicts of commitment and values, export controls and national security, intellectual property (copyright, patent, trademark), lab safety practices (biological, chemical, radiological or other), scientists’ social responsibilities to engage in public policy, whistleblowing and dispute resolution, and other current issues in research policy and practice.

For a detailed listing of topics covered in RCR sessions, see “[RCR learning objectives](#)” (also available at www.miami.edu/rcr).

How long does the online and classroom training take?

CITI’s online RCR courses generally require two or more hours to complete, depending on how much supplemental material the learner chooses to access. Ethics Programs classroom training includes two sessions, each approximately three hours long; these sessions may be scheduled on two separate days, or as morning and afternoon sessions.

Is there standard language that can be put in grants and contracts to describe UM’s RCR training program?

Yes. See the web page “[RCR: Statement of Program](#)” available at www.miami.edu/rcr.

What if I still have questions about the RCR training program?

For information specific to a particular UM program, contact the school, college or department RCR coordinator. See list at www.miami.edu/rcr. For general information, contact the RCR program director, UM Ethics Programs, at 305-243-5723 or ethics@miami.edu.