**Responsible Conduct of Research (RCR) Grant Template Language**

# Instructions

The Responsible Conduct of Research (RCR) Grant Template Language provides a description of FIU’s formal RCR Training Program and suggestions for describing informal RCR instruction. It can be adapted for use in Institutional Training Grants, Institutional Career Development grants, Individual Fellowship Award, and Individual Career Development Award applications.

This template language is not meant to replace individually tailored RCR education plans. Use and modify this information as appropriate for your specific application.

All RCR training plans must include the following five instructional components: 1) Format, 2) Subject Matter, 3) Faculty Participation, 4) Duration of Instruction, and 5) Frequency of Instruction. The plan must discuss both formal and informal RCR instruction. These components are described in the [NIH Update on the Requirement for Instruction in the Responsible Conduct of Research NOT-OD-10-019](https://grants.nih.gov/grants/guide/notice-files/not-od-10-019.html). Monitoring and tracking must also be addressed and are included in the template language.

The items listed below are guidelines for tailoring the template language for your career stage, application type, and/or specific funding opportunity announcement.

* *Indicate any formal and informal RCR training you have completed and when you completed it.*
* *Indicate your future plans for completing formal RCR courses and obtaining informal RCR education within your clinical/laboratory research team (e.g., lab meetings, one-on-one meetings) and/or by attending other research-ethics related education events.*
* *Senior fellows and career award recipients (e.g., F33, K02, K05, and K24) may fulfill their RCR requirement by participating as RCR course instructors or discussion leaders.*
* *FIU faculty are strongly encouraged to participate as instructors, presenters, and discussion leaders in both formal and informal RCR programs. Informal RCR education may occur as part of regular meetings of the research group. Faculty who participate as instructors in formal RCR training sessions should be included in the RCR education plan description. Information on topics for RCR presentations can be viewed at:* [*http://research.fiu.edu/rcr/workshops*](http://research.fiu.edu/rcr/workshops/)*. Faculty participation in FIU RCR programs also can be requested from the Office of Research Integrity at* *ori@fiu.edu**.*

# RCR Template Language

The integrity of research conducted at Florida International University (FIU) is of the utmost importance to the institution as well as to our research sponsors. FIU is committed to promoting and ensuring the Responsible Conduct of Research (RCR) across all disciplines and ensuring that our researchers practice high standards of ethics and integrity in their research.

1. **Format of Training Plan**

FIU requires ongoing formal and informal training in RCR for all trainees, fellows, participants, and scholars through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant. RCR training is also required for any other 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.

Formal RCR Instruction:

FIU requires individuals to complete online RCR training through the Collaborative Institutional Training Initiative (CITI) Program as well as to attend to in-person “face-to-face” RCR continuing educational training workshops.

The online CITI Program RCR training offers discipline-specific (biomedical, social and behavioral, physical science, humanities, and engineering) RCR modules and introduces the topics covered in the NIH NOT-OD-10-019. A minimum score of 80% is required to pass each module quiz.

The in-person workshops combine didactic and small group discussions facilitated by research faculty and administrators. Senior fellows and trainees are encouraged to build upon their research ethics experience by participating as discussion leaders or panelists in the RCR workshop sessions. Interactive learning experiences include case studies, panel presentations, and roundtable exercises.

Informal RCR Instruction:

*[The* [*NIH NOT-OD-10-019*](https://grants.nih.gov/grants/guide/notice-files/not-od-10-019.html) *describes Informal RCR Instruction as continuous learning that occurs in the course of daily laboratory interactions and in other scholarly activities throughout the research training experience. Informal RCR Instruction is expected to be completed in addition to the formal FIU RCR training courses].*

*[Describe your Informal RCR activities in this section. Some examples may include participating in research ethics-focused mentor and peer discussions, team meetings, self-study, or seminars. Be sure to include who provided the training (i.e., mentor, peers, collaborators, FIU faculty, Scientists), frequency (weekly, bi-weekly, monthly, annual conference) and topics covered].*

1. **Subject Matter:**

The online CITI Program RCR training covers the following core topics: Authorship, Collaborative Research, Conflicts of Interest, Data Management, Peer Review, Mentoring, Research Misconduct, Research Involving Animal Subjects, and Research Involving Human Subjects.

Formal in-person training sessions include, but are not limited to the following topics: Bioethics and Society, Collaborative Science, Data (acquisition, management, sharing and ownership), Effective Communication, Ethical Situations (job security, visa status, naming rights), Peer Review, International Issues, Mentor/Trainee Roles & Responsibilities, Publication Practices/Responsible Authorship, Research Misconduct, Responsible Research in the Digital Age, Working with Faculty Mentors, Human Subjects in Research, Animal Subjects in Research, and Discipline-Specific Topics. The curriculum is primarily based on materials from the Office of Research Integrity.

1. **Faculty Participation:**

FIU research faculty contribute to both formal and informal RCR training. Faculty participate in the formal in-person RCR workshop sessions as presenters, discussion leaders, panel members, and/or content reviewers. Faculty members facilitate informal RCR instruction via one-on-one mentoring and small group discussions within their labs/research teams.

*[The role of the mentor/PI/faculty member in RCR training for this grant application must be described here).*

1. **Duration of Instruction:**

The online training through the CITI Program takes approximately 4 hours to complete. The duration of each in-person workshop ranges from 1.5 – 2.0 hours in length. Each individual is required to complete at least 8 contact hours. Research faculty provide ongoing mentorship and instruction in responsible research practices.

1. **Frequency of Instruction:**

Individuals are required to complete RCR training at least once during each career stage and at a frequency of no less than once every four years. A minimum of 6 in-person training workshops are offered each year. The online training programs are completed once. Informal RCR instruction is discipline specific and completed via ongoing educational seminars, lab meetings, and mentored discussions.

1. **Monitoring and Tracking:**

Participation in formal RCR trainings is documented via sign-in sheets for in-person sessions and via course completion reports for online trainings. The FIU Office of Research Integrity communicates the requirement, monitors participation and tracks completion of the formal RCR training components. Principal Investigators are required to certify that trainees and career development awardees have completed the formal RCR training requirement and participate in ongoing informal RCR education. Faculty mentors monitor, track and report informal RCR instruction as required. Research trainees and career development awardees also maintain individual records that document completion of both formal and informal RCR education.