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# Office of Sponsored Programs and Foundation Relations

# RESPONSIBLE CONDUCT OF RESEARCH (RCR)

# INSTRUCTION DOCUMENTATION FORM

# *Created February 2019*

# *Next update: Fall 2023*

Please note that NIH guidelines require students to receive substantive face-to-face instruction in RCR, with a preference for a series of programs or seminars rather than a one-day class or workshop. Since an online RCR course will only partially satisfy NIH guidelines, online modules must be coupled with at least 8 hours of face-to-face instruction.

**Faculty Primary Investigator/Project Director: Please complete and return to the Office of Sponsored Programs and Foundation Relations.**

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| --- | --- | --- | --- |
| PI/PD Name: | | Department/School: | |
| Student Name: | | Student Email Address: | |
| Program/Project Funder: | | Program/Project Title: | |
| **Award Number:** | **Award Date:** Click or tap to enter a date. | | **Start Date:** Click or tap to enter a date. |

**PI checks YES to indicate that appropriate instruction has been provided or provides an explanation in the NO column.**

| **Instructional Areas (correspond to CITI RCR course modules)** | **YES** | **Method: CITI course or face-to-face (provide details, including number of hours of face-to-face instruction, if provided)** | **NO (provide explanation)\*** |
| --- | --- | --- | --- |
| Responsible authorship and publication |  |  |  |
| Collaborative research, including collaborations with industry |  |  |  |
| Conflicts of interest—personal, professional and financial |  |  |  |
| Data management, sharing and ownership |  |  |  |
| Financial responsibility |  |  |  |
| Mentor/mentee responsibilities and relationships |  |  |  |
| Peer review |  |  |  |
| Plagiarism |  |  |  |
| Research misconduct |  |  |  |
| Research involving human subjects |  |  |  |
| Using animal subjects in research |  |  |  |
| Safe laboratory practices |  |  |  |
| Reproducibility of research results |  |  |  |
| Research, ethics and society |  |  |  |
| Communicating with the public |  |  |  |
| Presentation of research findings |  |  |  |
| Other: |  |  |  |
| Other: |  |  |  |

**\*Sample explanation:** Project does not involve human subjects; project is not subject to animal welfare guidelines, etc.

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| **CITI RCR course completion date, if applicable:** Click or tap to enter a date.  *Attach CITI completion report and any other relevant documentation reflecting completed RCR instruction.* |

PI/PD Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_