Instruction in the Responsible Conduct of Research
Template for NIH Applications

Instructions: For your convenience, the Office of Research Compliance at Clemson University has developed a template for addressing Responsible Conduct in Research (RCR) training requirements in NIH grant applications. Lack of an appropriate plan to address RCR instruction may result in a delay or even a denial of funding.

“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 responsible conduct of research. This policy will take effect with all new and renewal applications submitted on or after January 25, 2010, and for all continuation (Type 5) applications with deadlines on or after January 1, 2011.

This Notice applies to the following programs: D43, D71, F05, F30, F31, F32, F33, F34, F37, F38, K01, K02, K05, K07, K08, K12, K18, K22, K23, K24, K25, K26, K30, K99/R00, KL1, KL2, R25, R36, T15, T32, T34, T35, T36, T37, T90/R90, TL1, TU2, and U2R. This policy also applies to any other NIH-funded programs supporting research training, career development, or research education that requires instruction in responsible conduct of research as stated in the relevant funding opportunity announcements.”


New (Type 1) applications must include a section on instruction in responsible conduct of research, appropriate to the career stage of the applicant (instruction for applicants in the early stages of their careers; participation as course directors, lecturers, or discussion leaders for applicants in middle or senior stages of their careers), as part of the Research Training Plan or Candidate Information and Career Development Plan.

This section will document prior participation or instruction in responsible conduct of research during the applicant’s current career stage (including the date instruction was last completed) and propose plans to either receive instruction in responsible conduct of research or participate as a course lecturer, etc., depending on the applicant’s career stage. Such plans must address the five instructional components outlined below. The plan may include career stage-appropriate, individualized instruction or independent scholarly activities that will enhance the applicant’s understanding of ethical issues related to their specific research activities and the societal impact of that research. The role of the sponsor/mentor in instruction in responsible conduct of research must be described.

Renewal (Type 2) applications, where applicable, must describe instruction in responsible conduct of research activities undertaken during the past project period as well as future plans in order to meet the frequency requirement as outlined above in instructional components.

Edit the template narrative as appropriate to address NIH application requirements and to explain specifically how RCR training will be provided in your grant application for the proposed award period. PIs must address the following five (5) areas: format, subject matter, faculty participation, duration of instruction and frequency of instruction.
Template Narrative

Responsible Conduct of Research (RCR) training is part of the educational and outreach activities supported by the Clemson University’s Office of Research Compliance (ORC) and the Office of the Vice President for Research. The University believes that RCR training is an essential component of baccalaureate and graduate education for those pursuing research opportunities. Because RCR is most effective in the scope of daily activities, the plan for RCR training must be tailored to meet the specific needs of the covered participants. Clemson University (CU) has several options for providing educational opportunities to undergraduate and graduate students and faculty and staff regarding RCR. All such opportunities are designed to be in full compliance with the policy requirements for RCR education promulgated by NIH in NOT-OD-10-019, issued November 24, 2009.

The instructional/mentoring program is designed to enhance the researcher’s knowledge and experience and the career skills needed for success. The following components will be included in the instructional/mentoring plan.

1. **Format:** The Clemson University RCR training program includes both interdisciplinary general and program-specific RCR content. The phased program described below is intended to provide quality training experiences while offering flexibility for the learner.

   - **Basic training.** Those covered individuals are required to complete an online RCR course provided by the Collaborative Institutional Training Initiative (CITI). The CU Office for Research Compliance (ORC) will provide the conduit to this training via the ORC website (http://www.clemson.edu/research/compliance/integrity.html). The online RCR course consists of 13 modules with an anticipated completion time of 4 hours. This requirement must be completed within the first 12 months of support/employment on the award (or earlier, at the discretion of the PI) even if the individual is employed less than 12 months. Documentation of completion of this component will be maintained by the Office of Research Compliance.

   - **Advanced training.** Those covered individuals are also required to engage in an additional eight (8) contact hours of didactic and small-group discussion-based RCR training. This may include a variety of activities determined by the PI to be effective and engaging. The contact hours will include more than one topic area. Custom-designed workshops, forums, and classes, or existing classes and seminars offered by the college or department, and/or participation in external offerings may all be included. Plans may include encouragement to attend some of the RCR programs offered through the ORC, such as Research Integrity Brownbag discussions, RCR Workshops, Survival Skills and Ethics Workshops. For an existing course or program to be suitable for fulfilling one of the training requirements, the PI must document that relevant RCR topics are covered in the course/program.

   This requirement must be completed in the first 24 months of support/employment on the award. Documentation of completion of this component must be maintained by the covered individual and the PI (on the [RCR training documentation form](http://www.clemson.edu/research/compliance/integrity.html)) and provided to the University and/or the funding agency upon request. This component will be implemented by PIs with
the assistance of their college and department in a way that meets the particular needs of each unit. For programs coordinated by the ORC, signed rosters are maintained in the office.

2. **Subject Matter:** RCR training is provided to undergraduate, graduates, faculty, and staff. Instruction is flexible and tailored to the needs of the participant based on where they are in their educational experience or research career. Clemson University’s RCR training program content includes, but is not limited to, nine (9) main topic areas: Acquisition, Management, Sharing and Ownership of Data, Animal Welfare, Authorship/Plagiarism, Collaboration, Conflict of Interest, Human Subject Protections, Mentoring, Peer Review, and Research Misconduct. Online CITI training in RCR offers modules by discipline type: biomedical, social and behavioral sciences, physical sciences and humanities. Instructional material is not mandated but rather chosen by departmental faculty focusing on discipline specific topics that are meaningful to the discipline and the participant. The ORC provides resources (e.g. training for faculty, consultation and advice, teaching resources) to support the RCR training program and its implementation by the PI.

3. **Faculty Participation:** [The role of the mentor/Pl/faculty member in RCR training for this grant application must be described here). Training faculty are encouraged to contribute both to formal and informal instruction. Information exchange occurs in the course of laboratory interactions and other situations and more formally as discussion leaders, speakers, lecturers and/or course directors.]

4. **Duration of Instruction:** The basic training consists of an online course that takes approximately 4 hours to complete. The advanced training portion of the training program consists of 8 contact hours. See the “Format” section above for additional information.

5. **Frequency of Instruction:** Frequency of instruction depends upon the educational experience and length of time that the trainees/fellow/scholar/participant will be involved on the NIH grant and on the career stage of the covered individuals. Instruction will be provided at least once during each career stage and no less than every four years. [Insert here specific plans for members of the research team for other professional development or career advancement activities. Review specific requirements for different types of awards in the relevant NIH application guide.]

**Compliance:** PIs are responsible for implementing and documenting achievement of the participant’s plan. PIs are responsible for documenting attendance at specific activities on the RCR training documentation form. The ORC, as part of it Post Approval Monitoring Program (PAM), will periodically review compliance with the institution’s RCR training plan.