

**Tennessee Technological University
Policy No. 750**



Effective Date: July 1, 2015

Policy No.: 750

Policy Name: Responsible Conduct of Research (RCR)

Policy Subject: Responsible Conduct of Research, Research Integrity, Research Ethics, Research Misconduct

Date Revised: July 1, 2015

I. Purpose

The purpose of this policy is to set forth Tennessee Tech's requirements for training in Responsible Conduct of Research (RCR).

Tennessee Tech recognizes that maintaining the highest standards of ethics in research is essential to the advancement of knowledge and to retaining public trust in the research and scholarly activities conducted by its faculty, students and staff. Consequently, all faculty, staff and students engaged in research and scholarly activities are required to be familiar with the training requirements described in this policy.

II. Review

This policy will be reviewed every three years or whenever circumstances require review, whichever is earlier, by the Associate Vice President for Research with recommendations for revision presented to the Vice President for Research and Economic Development.

III. Definition

Responsible Conduct of Research – The practice of scientific investigation with integrity. It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research.

IV. Policy

- A.** All faculty, staff, post-doctoral students, graduate and undergraduate students must familiarize and comply with applicable guidelines and policies including, but not limited to:
 - 1.** National Science Foundation (NSF): NSF requires that all students and postdoctoral scholars who receive NSF funds complete an RCR training. Details regarding NSF requirements are available [here](#).
 - 2.** National Institutes of Health (NIH): NIH requires that all trainees, fellows, participants and scholars who receive support through any NIH training grant, career development awards, research education grant, and dissertation research grant, complete RCR training. Details regarding NIH's requirements are available at <http://grants.nih.gov/training/responsibleconduct.htm>

- B.** Tennessee Tech provides the Collaborative Institutional Training Initiative (CITI) Course in the Responsible Conduct of Research (RCR) for all individuals involved in research and scholarly activity.
- C.** The Tennessee Tech's basic CITI RCR course includes the following topics:
- 1.** Introduction to the Responsible Conduct of Research
 - 2.** Research Misconduct
 - 3.** Data Acquisition and Management
 - 4.** Responsible Authorship
 - 5.** Peer Review
 - 6.** Mentoring
 - 7.** Conflicts of Interest
 - 8.** Collaborative Research
 - 9.** Export Control
- D.** All faculty, staff, post-doctoral students, graduate and undergraduate students who are personnel or are involved in sponsored research and scholarly activities, regardless of source of funding must take and pass the Tennessee Tech's basic RCR training modules of the CITI within six weeks of initiating their research activities. Instructions for completing the training are available [here](#).
- E.** All faculty, staff, post-doctoral students, graduate and undergraduate students who are involved in research or scholarly activities in human subjects or animal care and use must take and pass the basic RCR training modules of the CITI, in addition to CITI Human Subjects modules or Animal Care and Use modules that are pertinent to their project, prior to initiating their research or scholarly activities.
- F.** All faculty, staff, and students who serve on the Institutional Review Board for the Protection of Human Subjects (IRB), Institutional Animal Care and Use Committee (IACUC), and Intellectual Property Advisory Committee (IPAC) must take and pass the basic RCR basic training course, in addition to pertinent CITI modules for the committees they serve.
- G.** On-line training certificates will be valid for five years provided there is no major change to the regulations. Office of Research will notify researchers if their training certificates less than five years old need to be updated.

- H.** Researchers must maintain records of their completion of training in RCR. Additionally, researchers must submit a copy of their training certificates with all grant proposals (internally and externally) for which they are principal investigator (PI) or co-PI to the Office of Research and Economic Development to ensure that the PI or co-PI has passed the required RCR training in accordance with this policy.
- I.** Non-compliance that occurs in the context of RCR's approved training requires corrective action. The policy and procedures for preventing and reporting fraud, waste, or abuse can be found in Tennessee Tech Policy 131.
- J.** Procedures for conducting investigations regarding research misconduct are found [here](#).

V. Interpretation

The Vice President for Research and Economic Development and/or his/her designee has the final authority to interpret the terms of this policy.

VI. Citation of Authority for Policy

42 CFR Part 50, Subpart A; Federal Office of Research Integrity; Animal Welfare Act (PL 89-544); National Research Act (PL 93-348); Health Research Extension Act (PL 99-158); Office of Science and Technology Policy

Approved by:

Administrative Council: 2015-02-25

University Assembly: 2015-04-22