



Stony Brook University

School of Dental Medicine

## Responsible Conduct of Research and Scholarship (RCRS) Training Policy

### Background

Stony Brook University's Responsible Conduct of Research and Scholarship (RCRS) Policy requires faculty, staff, students, and certain visitors to complete educational training in responsible research and scholarship. This training equips individuals with the knowledge and tools needed to conduct ethically sound and compliant research.

Although this campus-wide policy responds to National Institutes of Health (NIH) and National Science Foundation (NSF) requirements, the University maintains that RCRS training should be comprehensive for all researchers and scholars. Jointly issued by the Office of the Provost, the Office of the Senior Vice President for Health Sciences, and the Office of the Vice President for Research and Innovation, the policy directs each academic unit to develop a complementary policy tailored to its specific research and instructional environment.

### **The School of Dental Medicine (SDM) RCRS program consists of two required components:**

1. Online training through the Collaborative Institutional Training Initiative (CITI Program)
2. In-person training (IPT)

This policy outlines who must complete these components, the required training frequency, and the expected content.

**Note:** Individuals receiving external grant support from agencies requiring RCRS training must comply with agency-specific requirements, even when they exceed Stony Brook University standards.

### **NIH Requirements**

- When a trainee is listed as Principal Investigator (PI), the named faculty mentor is responsible for ensuring the trainee's compliance with NIH RCR training requirements.
- When a trainee PI has no named faculty mentor (e.g., K05, K12, K18, KL2, TU2 programs), the relevant department chair assumes responsibility.
- NIH requires 8 hours of in-person training every 4 years, or 2 hours annually.

## **School of Dental Medicine Responsible Conduct of Research and Scholarship (RCRS) Policy**

The University-wide RCRS Policy ensures the highest ethical standards in research and scholarly activity. The School of Dental Medicine adheres fully to this policy and requires all SDM community members to comply with its training expectations.

### **SDM members include:**

- All faculty conducting research and/or scholarship
- All trainees involved in research or scholarship (MS/PhD students, residents, clinical fellows, postdoctoral fellows)
- DDS students\*

### **\*DDS Students**

DDS students must complete:

- The online CITI RCRS course (part of Year 2 HDI 601)
- Two hours of IPT (part of Year 2 HDO 604)

All SDM members participating in sponsored research and/or scholarly activity must complete:

1. A one-time CITI RCRS online course, and
2. Annual (1 hour) in-person RCRS training

### **SDM Training Requirements**

#### **1. Online Training (CITI Program)**

All SDM faculty and trainees must complete the CITI module “Responsible Conduct of Research in the Biomedical Sciences.” Instructions are in Appendix A.

#### **2. In-Person Training (IPT)**

All SDM faculty and trainees must complete one hour of annual IPT.

### **Purpose and Format of IPT**

In-person training should promote discussion, foster an ethical research environment, and provide opportunities to engage with responsible conduct principles.

### **Recommended IPT Content Areas include:**

- Conflicts of interest
- Mentor/mentee responsibilities
- Collaborative research
- Peer review ethics
- Data management and ownership
- Research misconduct policies
- Responsible authorship
- Societal and ethical implications of research
- Human subjects, animal subjects, and lab safety policies

IPT Delivery Options

Departments or labs may:

- Conduct IPT internally
- Arrange department-wide training
- Collaborate with other departments
- Attend Faculty Development sessions
- Attend ORC training sessions

Departments/Individual PIs may obtain suggestions for IPT training modules at:

1. [In-Person Training Modules | Office of Research Compliance](#) (SBU developed)
2. [Resources | Office of Research Compliance](#) (SBU suggested external links)
3. [The Lab | ORI - The Office of Research Integrity](#) (HHS Office of Research Integrity)
4. [The Research Clinic | ORI - The Office of Research Integrity](#) (HHS Office of Research Integrity)

Workshops offered by the Stony Brook University Office of Research Compliance (ORC):

1. Upon request, ORC will provide workshops on research involving animal subjects, research involving human subjects, research misconduct, financial conflict of interest, etc., in paral fulfillment of the RCRS. To request a workshop, contact ORC by emailing [OVPR\\_RCR@stonybrook.edu](mailto:OVPR_RCR@stonybrook.edu).
2. Upon request, ORC will assist in the development, management, and organization of any GRD500 series courses across disciplines. For assistance, email [OVPR\\_RCR@stonybrook.edu](mailto:OVPR_RCR@stonybrook.edu) or contact Rebecca Dahl, Assistant Vice President for Research Compliance, at [rebecca.dahl@stonybrook.edu](mailto:rebecca.dahl@stonybrook.edu).

**Documentation of in-person training (IPT)**

**Option 1:** For faculty and trainees attending the IPT facilitated by ORC, ORC will identify individuals required to complete the training and will track, monitor, and report their training completion data.

**Option 2:** For all other IPT options, after completing IPT in RCRS, each individual is responsible for entering their IPT activity in the ORC university-wide database at:

[https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV\\_bxe2wM1SIH58W8t](https://stonybrookuniversity.co1.qualtrics.com/jfe/form/SV_bxe2wM1SIH58W8t)

ORC will identify individuals required to complete the training, maintain the RCRS database, track, monitor, and report training completion data.

## Appendix A: Instructions for Accessing the CITI Online RCRS Training

### A. Logging In

1. Visit <https://www.citiprogram.org>
2. Click **“Log In”**
3. Select **“Log In Through My Organization”**
4. In the search box, type **“SUNY – University at Stony Brook”**
5. Log in with NetID and password

### B. Locating the Required Course

1. Once logged in to the **SUNY – University at Stony Brook** page, under **“Learner Tools for SUNY – University at Stony Brook”**, select **“Add a Course.”**
2. The next page will display several menu options. Click the box next to **“I want to complete an RCR Course at this time**, and then click **“Next”** at the bottom of the page.

**Note:** Do not be concerned by the message stating, *“This course does NOT satisfy SBU Human Subjects training requirements.”*

3. Click the **“Basic course”** button, then click **“Next”** at the bottom of the page.
4. You will reach a page asking you to select the course most closely related to your discipline. Click the box next to **“Biomedical Sciences Course in the RCR”**, and then click **“Next”** at the bottom of the page.
5. The next page will display webinar options. To skip this step, click **“Next”** at the bottom of the page.
6. The next page will display the enrolled **“Biomedical Sciences Course in the RCR”** for you to complete.  
**Note:** You only need to complete this course once, so you may disregard the expiration date on the completion certificate.