

## **Department of Geosciences**

### **Responsible Conduct of Research and Scholarship**

In compliance with the Stony Brook University (SBU) policy on the Responsible Conduct of Research and Scholarship (RCRS; SBU Policy [P211](#)), the Department of Geosciences has established this complementary policy for training in the responsible conduct of research and scholarship (RCRS). To ensure compliant completion of RCRS training for faculty, postdoctoral associates, research staff, graduate students, and undergraduate students involved in research and scholarship (the creation of new knowledge or the creation of novel expressions of knowledge in any form), these individuals will complete RCRS training consisting of two components:

- (1) On-line 'CITI' Training and
- (2) In-Person Training (IPT)

This RCRS policy of the Department of Geosciences provides suggested topics and the location of additional resources for IPT activities, guidelines for departmental record keeping, and notification of training requirements.

#### **1) On-Line Training Component**

Following SBU Policy P211, the following groups of researchers are required to satisfy a **one-time completion** of relevant RCRS modules available through the web-based Collaborative Institutional Training Initiative (CITI) as specified below:

- A)** Faculty, postdoctoral fellows, research staff, and graduate students in Geosciences
- B)** Undergraduate Students involved in research and scholarship activities under the supervision of Department of Geosciences faculty, postdoctoral fellows, and graduate students.
- C)** Visiting undergraduate students and visiting scholars who are participating in research activities with Department of Geosciences faculty and graduate students. For those visitors from another institution, this SBU RCRS training requirement may be waived by presenting proof of completion of RCRS training at their home institution.
- D)** High School Students involved in research and scholarship activities supervised by Department of Geosciences faculty, postdoctoral fellows, and graduate students.

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

To comply with federal requirements, each individual engaged in research or scholarly activity must complete 8 hours of IPT every 4 years, or 2 hours of IPT annually. The Department of Geosciences encourages the completion of at least 1 hour of IPT in the Fall Semester and 1 hour of IPT in the Spring Semester of each academic year.

The IPT activities and courses will include discussions of relevant topics, such as:

- conflict of interest personal, professional, and financial
- mentor/mentee responsibilities and relationships
- collaborative research including collaborations with industry
- peer review
- data acquisition and research tools; management, sharing and ownership

- research misconduct and policies for handling misconduct
- responsible authorship and publication
- the scholar as a responsible member of society, contemporary ethical issues and the environmental and societal impacts of research
- safe laboratory practices

It is expected that discussion of such RCRS topics will occur in the normal course of organized, structured research activities and during research group meetings involving faculty, postdocs, research staff, and students. Additional mechanisms available for training include access to the GRD 500 sessions to initiate IPT activities, and other suggestions and resources, such as case studies, to be maintained as documents and links on the Department web page. In addition, the Department of Geosciences will sponsor at least one colloquium each academic year devoted to one or more of the IPT topics listed above.

### **3) Record Keeping and Mechanisms to Ensure Compliance**

Principal Investigators of federal grants (e.g., NSF) with specific RCRS requirements will have primary responsibility for ensuring compliance with RCRS training requirements for trainees supported by those grants. It is the responsibility of each PI or Co-PI to ensure that they have completed the specific RCRS training requirements.

Any activity intended to satisfy the RCRS training requirement must be supported by appropriate documentation (attendance, topics covered, etc.).

Tracking of IPT for undergraduate students, graduate students, and supervising faculty will be documented through enrollment in GEO 491/591 (Responsible Research Conduct). GEO 491 will be a required 0-credit co-requisite for GEO 487 (Senior Research in Geology). GEO 591 will be a required 0-credit co-requisite for GEO 589 (Research for Earth Science Teachers), GEO 590 (Research Project), GEO 599 (Research), GEO 699 (Dissertation Research on Campus), GEO 700 (Dissertation Research off Campus – Domestic), and GEO 701 (Dissertation Research off Campus – International). A grade of “S” for GEO 491/591 issued by the supervising faculty member signifies satisfactory completion of a minimum of one-hour of discussion of one or more of the relevant topics listed above and fulfillment of the faculty member’s IPT through its instruction. It is the responsibility of the Director of Undergraduate Studies to ensure that all undergraduate students participating in research activities are registered for GEO 491. The Director of Graduate Studies will ensure that all graduate students are enrolled in GEO 591 each semester. For faculty who are not supervising research, the Department Chair will provide a teaching assignment (e.g. GEO 500: Geosciences Research Seminar, or GEO 696: Geoscience Colloquium) that through its instruction satisfies the faculty member’s IPT. These records of compliance will be maintained within the Registrar’s record keeping system.

Documentation of IPT for postdocs and visiting research participants, including summer high school students, will be the responsibility of the faculty research supervisors. At the completion of each term (Fall, and Spring semesters; Summer for high school students) the research supervisor will submit to the Assistant to the Chair documentation describing the duration and topic of IPT completed during that term. The Assistant to the Chair will record receipt of IPT completion notification in the spreadsheet that tracks all visiting appointments in the Department of Geosciences

#### **4) Notification of Training Requirements**

Reminders of the IPT training requirements will be issued to the Geosciences faculty during the first faculty meeting of each semester by the Department Chair. For graduate students, at least one class period of GEO 500 (Geosciences Research Seminar; required for all first-year graduate students) will be devoted to discussion of RCRS training and IPT requirements. For all other research participants (including postdocs, visiting researchers, and summer high school students), it is the responsibility of the supervising faculty member to provide notification of the RCRS requirements to the individual. The Department of Geosciences' RCRS complementary policy will be maintained on the Department web page.