Plan to Provide Training and Oversight in the Responsible Conduct of Research to Students, Postdoctoral Researchers, and Faculty Supported by NSF and select NIH Programs to Conduct Research

Background

The National Science Foundation (NSF) requires that each institution applying for financial assistance from the Foundation have a plan to provide appropriate training and oversight in the responsible conduct of research (RCR) to undergraduate students, graduate students (students), postdoctoral researchers (postdocs), and faculty who will be supported by NSF to carry out research (See the updated NSF Requirement.) DePaul has implemented the following plan to fulfill this requirement.

Those Affected

This training requirement applies to students, postdocs, and faculty at DePaul who are supported by NSF awards funded from proposals submitted on or after July 31, 2023. "NSF support" includes salaries, stipends, one-time payments, tuition payments, or other such financial support derived from NSF awards or subawards and provided to students, postdocs, and faculty to carry out their own research or participate in the research projects of others. Please note that this training is only required of faculty receiving new grants, though it is highly recommended for those with existing grants.

Training Delivery

There are two components for RCR training offered at DePaul, an online CITI RCR training and an in-person hybrid training.

Required:
Online Training: DePaul uses the on-line RCR training program offered by the Collaborative Institutional Training Initiative (CITI) at the University of Miami to deliver this training and verify completion of it. This program consists of a series of brief modules that address generally accepted RCR topics. Once this training is successfully completed, it does not need to be renewed at a later time.

NSF Recommended/NIH Required:
In-Person Training: DePaul offers a hybrid training for faculty, students and postdocs. This training component is 8 hours in length and must be completed by NIH recipients within 60 days of employment start date or grant start date. This training will consists of brief lectures followed by discussion of case scenarios based upon various topics from the CITI RCR training.

Timeframe for Training

Principal Investigators receiving new grants should complete the CITI online training prior to receiving their Notice of Grant Award (NOGA). Key personnel, other personnel, students, and postdocs must complete the online CITI RCR training prior to the date their NSF support begins.

For the in-person training component required for select NIH programs, key personnel, other personnel, students and postdocs must complete the training within 60 days of

their hire date.

Notification and Verification Procedures for Required RCR CITI Training

When ORS approves a hiring request for grant personnel who is subject to this training requirement, ORS sends an initial notification e-mail to the personnel and copies the PI. ORS will assign the training through BlueSky. ORS then monitors the student's training progress through BlueSky or the in the CITI program. BlueSky will send reminders to complete the training to the grant personnel.

Once training is completed, grant personnel are responsible for sending their certificate of completion to ors@depaul.edu. They must also mark their training as complete within the BlueSky training module. ORS will monitor the completion of training and will inform the PI if training has not been completed prior to the start of work.

PIs are responsible for ensuring that grant personnel who work on their NSF and NIH projects fulfill their training obligations, and for providing appropriate oversight in the ethical and responsible conduct of research for these personnel.

Requirement Not Completed

If the RCR CITI training is not completed prior to the start of work, grant personnel are not allowed to work on the project. If the personnel start work prior to finishing the RCR CITI training, the expenses associated with grant personnel's work are transferred from the relevant award(s) to the PI's academic unit. ORS notifies the PI and the business manager of the PI's college or school when such transfers are initiated.

Who to Contact

Award Management (AwardMgmt@depaul.edu) in the Office of Research Services is responsible for overseeing compliance with this RCR training requirement.

For questions about notices received, the RCR CITI training, or grant personnel progress in the completion of it, contact Research Protections at ors@depaul.edu.