

July 1, 2010

RE: Training in Responsible Conduct of Research

To: Graduate Assistants, Undergraduate Assistants and Postdoctoral Fellows,  
College of Engineering

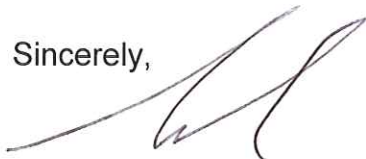
As part of the 2007 America COMPETES Act, the National Science Foundation is requiring that all undergraduate and graduate students as well as post doctoral research fellows supported on NSF funded projects receive training in the Responsible Conduct of Research. The College of Engineering is requiring this training beginning Fall 2010 for all students and post doctoral research fellows regardless of funding source.

The RCR Training module will include information on Research Misconduct, Data Management, Conflicts of Interest, Collaborative Science, Responsible Authorship, Mentoring, Peer Review, Research involving Lab Animals and Human Subjects. Upon completion of the RCR training, a certificate and record regarding completion of the training program will be sent to the Division of Research & Integrity.

Instructions to access the online training are included on the attached page. The training should take approximately 8-10 hours which you can complete incrementally . Please complete this by October 31, 2010. Upon completion please print out the certificate for your records as we may require a copy for your file.

I appreciate your attention to this important training and look forward to your continued success in the College of Engineering.

Sincerely,



Thomas Weller  
Professor and Associate Dean for Research  
College of Engineering

## Instructions for Accessing the CITI Responsible Conduct of Research (RCR) Course

### Getting started

1. Login to the CITI Web Site: <https://www.citiprogram.org> You will need to register at CITI to establish an account. Select USF as the institution, completing the information required and submit.
2. On the Main Menu page, select the Responsible Conduct of Research Course.
3. The Engineering training sessions are broken down into 11 modules. Each module has an introduction to each topic area. The course material is a minimum of 1-2 pages to a maximum of 15 pages including case study examples. Once the course material has been read, you will need to complete the test which consists of 4-6 multiple choice questions. The scores are given immediately so you can either move on to the next module or quit to continue at your convenience (there is no time limit). The 11 modules include:
  - a. Research Misconduct
  - b. Environmental Ethics
  - c. Ethical issues in the management of Data in Engineering Research
  - d. Whistle Blowing and the Obligation to protect the Public
  - e. Responsible Authorship in Engineering
  - f. Ethical Issues in Peer Review and Publication of Engineering Research
  - g. The Ethics of Mentoring
  - h. Human Subjects Research in Engineering Fields
  - i. Conflict of Interest in Engineering Research
  - j. The use of Live Animals in Engineering Research
  - k. Collaborative Research in Engineering Fields

These modules will help you to understand various categories of research misconduct and how to avoid them. They show the obligation of engineers to protect against research that is dangerous, wasteful or otherwise against an important interest of public, client or employer. Additionally the material includes the ethical obligations of authors and reviewers; standards that papers must meet to be published into journals; and defines what is considered conflict of interest in research. The information will show the difference between advising and mentoring. You will learn how human subject research should be conducted and will appreciate the mandate and role of an institutional Review Board. Additionally you will identify the main federal guidelines governing human subject research.