The RCR Project Plan to Georgia Tech’s Proposal Routing Sheet

In accordance with the Georgia Tech Responsible Conduct of Research (RCR) Policy, the RCR Project Plan must be submitted at the same time the proposal is being submitted which indicates the instruction method beyond CITI that will be used for students appointed to the project. This form will become part of the project file in the Office of Sponsored Programs. This policy is intended to comply with the requirements of the National Science Foundation’s (NSF) implementation of the requirements of Section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science Act (42 U.S.C. 1862o–1) found in the NSF Award and Administration Guide, Chapter IV, and National Institutes of Health (NIH) requirements found in NOT-OD-10-019.

By way of completing this addendum, the PI acknowledges the requirement for RCR training which is accomplished through a combination of Institute-wide on-line training that every covered student receives plus one or more of the in-person methods described below. Compliance with the requirements for providing instruction in Responsible Conduct of Research is a responsibility of the Principal Investigator. Documentation of the in-person RCR training (part 2) is the responsibility of the PI unless a formal tracking system is already in place (i.e., Banner).

CITI Training:
1. Students and trainees shall complete the RCR modules in CITI during the first semester in which they are appointed to NSF or NIH-funded projects. Students and trainees will be required to earn an acceptable score on the exam given as part of this instruction. Documentation will be provided to Georgia Tech by CITI and records will be maintained by the e-Commerce and Training Office in the Office of Sponsored Programs (OSP). Training must be completed within 90 days of appointment to a covered NSF or NIH-funded project or by the end of the semester, whichever is later; and

In-Person Training:
2. At the discretion of the School and Principal Investigator, students and trainees shall, either:
   a. Participate in a class, seminar, or other interactive program developed by the School that address ethical issues relevant to the discipline as well as broader issues of research integrity; or
   b. Participate in regularly scheduled laboratory meetings or discussions that address ethical issues relevant to the discipline as well as broader issues of research integrity; or
   c. Successfully completes the Research Methods Course required by the School for all majors (provided that course includes at least eight hours of instruction in ethical issues relevant to the discipline as well as broader issues of research integrity); or
   d. Successfully completes the Research Ethics Course offered by the Ivan Allen College; or
   e. Participates in the Research Ethics Webinar offered two times per semester by OSP’s e-Commerce Office.

Please provide details of the RCR training (part 2) that will be provided to students supported by this award in the space below:

All trainees, including undergraduate students, graduate students, and postdoctoral fellows, shall complete the following RCR training plan. Within 90 days or one semester, all trainees will complete online training CITI modules in ethics and responsible conduct of research. Within one year, trainees shall complete 8 hours of in-person training on the following topics: (1) conflict of interest, (2) policies regarding human subjects, live vertebrate animal subjects in research, and safe laboratory practices, (3) mentor/mentee responsibilities and relationships, (4) collaborative research including collaborations with industry, (5) peer review, (6) data acquisition and laboratory tools; management, sharing and ownership, (7) research misconduct and policies for handling misconduct, (8) responsible authorship and publication, and (9) the scientist as a responsible member of society, contemporary ethical issues in biomedical research, and the environmental and societal impacts of scientific research.

The in-person training shall be completed through one or a combination of the following mechanisms: (1) ChBE RCR Training (includes Introduction to Research (ChBE 8801)and Safety (ChBE 6003)), (2) Georgia Tech RCR Hot Topics Webinars, (3) in-person RCR discussions or lectures presented at lab meetings, (4) RCR-focused departmental seminars, and/or (5) Georgia Tech approved RCR training courses. As the PI, I will maintain a record of in-person training, including an agenda of topics covered or class syllabi, which will be provided on request with annual deliverable reports.