

## Purdue College of Pharmacy, Responsible Conduct in Research (RCR) Requirements

---

Purdue University has recently established a new policy for RCR training. The University and the College of Pharmacy are committed to ensuring that all research is conducted in an ethical and responsible manner. Therefore, all faculty, research staff, graduate students, post-doctoral fellows, and undergraduate researchers are required to complete certification to be compliant with University guidelines. This requirement will be met by a two part approach involving completion of on-line CITI modules and attendance at the annual College-sponsored RCR case-based discussion workshops.

### Part 1. Online modules of core RCR content.

The content listed below will be covered using online modules from the Collaborative Institutional Training Initiative (CITI; [www.citiprogram.org](http://www.citiprogram.org)). The purpose of these modules will be to introduce core principles associated with the indicated RCR area.

Graduate students, research staff (postdocs, techs, etc.), and faculty will complete the following core modules:

*Plagiarism, Authorship, Collaborative Research, Conflicts of Interest, Data Management, Mentorship, Peer Review, and Research Misconduct\**

Undergraduate/professional students will complete the core modules under the “Responsible Conduct of Research (RCR) Training” that include:

*Plagiarism, Conflicts of Interest, Data Management, and Research Misconduct\**

*\*Note: There may be discipline-specific modules to complete based your response in the CITI program. Please discuss with your faculty mentor*

The core modules will be the basis for the case-based workshops. Core certification in each modules will be met by achieving an 80% or greater. Refreshers MUST be completed every four years.

NOTE: Purdue Animal Care and Use Committee (PACUC) will continue to handle ethics of animal care; Institutional Review Board (IRB) will handle ethics of human subjects. ***PACUC and IRB certification are separate from the College RCR training.***

Directions for accessing CITI modules can be found at the link below (and outlined below):  
<https://www.purdue.edu/research/oevprp/regulatory-affairs/responsible-conduct.php>

1. Login to the CITI Program through Purdue
2. Choose “Purdue University” from the list of organizations that use the CITI/SSO program
3. Log in using your BoilerKey two-factor authentication and Purdue Career Account credentials
4. On the Institutional Courses page, click on the “View Courses” button and then click on the “Add a Course” link

5. Select the RCR curriculum by choosing “Q2 for Responsible Conduct of Research (RCR)” and then select the learner group that matches your career level/researcher type, i.e., “Faculty, Post-Doc, Graduate” or “Undergraduate”.
6. To complete the RCR training, click on “Courses Ready to Begin” tab and the “Start Now” button
7. Complete all the Required modules for your learner type/career level
8. Completion of supplemental/optional modules that may be required by your discipline or may be of interest to you as a Researcher
9. Once the required/desired modules are completed, click on the “Completed Courses” tab and then on “View- Print-Share Record”
10. Save/Print the completion report and or certificate for your records and share a copy with your Supervisor, PI, and/or graduate coordinator.

## 2. RCR case-based discussion workshops.

Researchers will also be required to participate in our annual College-sponsored RCR case-based discussion workshop each spring.

These College-sponsored case-based workshops will allow for face-to-face interactive discussions of specific issues related to the core RCR content described above. One 1 hour workshop will be required annually and will cover cases dealing with topics such as research misconduct, data management, plagiarism, and publication practices. These sessions will be recorded for those unable to attend.

Completion should be documented at the “Tracking Your RCR Training” link:

<https://www.purdue.edu/research/oevprp/regulatory-affairs/responsible-conduct.php>

We strongly encourage completing additional face-to face RCR training during lab meetings, via faculty mentoring, attending live seminars, and course participation as appropriate.

### **How will I know if I have completed my RCR Certification?**

Individuals will only be considered certified when both the online modules AND the workshop have been completed. Faculty will be responsible for assuring all of their laboratory members have met their requirements.

*Individuals failing to meet college requirements for RCR will be prohibited from conducting research.*

New faculty members must complete RCR certification to be fully qualified for a “regular” graduate school appointment. Furthermore, uncertified faculty members may be subject to having research funding suspended or deferred until certification is met. Completion of RCR will be a condition of employment for all research staff, post-doctoral fellows, and graduate research assistants.

### **What is the deadline for completing my RCR certification?**

All faculty, research staff, graduate students, post-doctoral fellows, and undergraduate researchers are to provide evidence of prior RCR CITI training OR complete the CITI online modules within 30 days of starting research at Purdue. A case-based workshop will be offered in the spring every year allowing all researchers the opportunity to complete certification.

Reviewed by the College Executive Committee and updated May 2022.