



Date: 18 July 2014

To: Faculty with NSF Funding and Chairs of Departments with NSF Funding

From: Jay Walsh, Vice President for Research

A handwritten signature in blue ink, appearing to read "J Walsh", written over the printed name.

RE: RCR for NSF funded undergraduate student researchers

Training in the responsible conduct of research (RCR) is critical to prepare students on how to address ethical challenges that may arise when conducting scholarly study and doing research. As you know, NSF requires RCR education for all trainees, including undergraduate researchers, supported by NSF awards. In support of this aim, recent changes have been made to RCR training requirements for NSF funded undergraduate researchers.

All undergraduate students currently paid by NSF research awards *MUST complete RCR training no more than sixty days after salaries are first charged to the account. **Salary costs for individuals who have not completed the required training within sixty days are unallowable and must be removed from the award and charged to a non-sponsored account. It is a PI's responsibility to ensure RCR training is completed.***

In order to give students an appropriate understanding of the ethics behind scholarly research, Northwestern requires that undergraduate students take CITI online RCR modules. This training, which is expected to take ~2 hours to complete, is fulfilled by completing a series of nine on-line modules through the CITI program on the following topics: RCR Course Introduction, Authorship, Collaborative Research, Conflicts of Interest, Data Management, Mentoring, Peer Review, Plagiarism, and Research Misconduct.

Five unique tracks (Biomedical Sciences, Engineering, Humanities, Physical Sciences, and Social, Behavioral, and Education Sciences) have been established to allow the individual schools/departments to direct students towards discipline specific training. While successful completion of these modules fulfills the requirement, the modules are only an introduction to complex subjects and students are encouraged to enhance their understanding by having discussions on these topics with mentors and colleagues.

Please note that additional ethics and safety training is required if research involves human subjects, animal subjects, or particular types of hazardous substances/equipment.

More information about these requirements can be found at:

<http://www.researchintegrity.northwestern.edu/training-2/responsible-conduct-of-research-rcr-training/>

Should you have any questions about the RCR training requirements please contact the Office for Research Integrity at nu-ori@northwestern.edu or 312-503-0054.