

Procedure Background

In accordance with Cal Maritime's Policy AA-09-004 (Administration – Sponsored Programs) this procedure details how Sponsored Programs Conduct of Research is governed at Cal Maritime. Responsible Conduct of Research (RCR) training is intended to educate the university research community to the wide range of ethical and professional issues that must be considered to ensure a climate of research integrity. This procedure is applicable for individuals working on or receiving funding from the National Science Foundation (NSF). This procedure does not apply to United States Department of Agriculture (USDA) or National Institutes of Health (NIH) RCR requirements.

Procedure

NSF requires that postdocs, graduate students, and undergraduate students who receive funding support to engage in research must take RCR training. The RCR training should include, at a minimum, a Collaborative Institutional Training Initiative (CITI) course in a Responsible Conduct of Research module appropriate to the student's respective area of research as instructed by their Principal Investigator.

1. Students and trainees supported by NSF funding shall certify that they have completed CITI training within two months of their hire date or receiving other types of support (i.e., stipend, tuition and fees, and/or participant travel). Note: the minimum score for the course to be considered complete is 80 percent.
 - a. If the student/trainee has received training in RCR from another institution, it is up to the PI to certify this training.
 - b. The Principal Investigator will contact Sponsored Programs (sponsored-programs@csum.edu) with a list of the student/trainees who need to be enrolled.
 - c. Sponsored Programs will contact each student/trainee who needs the training and provide them with instructions on how to access the training.
2. Once the student/trainee has completed the training they must provide proof of the training to the PI and the PI must provide proof of the training to Sponsored Programs for retention in the project records.

Related Documents

[NSF's Responsible Conduct of Research](#)