

School of Dental Medicine Policy on the Responsible Conduct of Research and Scholarship (RCRS)

Background:

Stony Brook University **policy P211** requires members and certain visitors of the Stony Brook University community to complete educational training on the responsible conduct of research and scholarship in order to equip members with the tools necessary to conduct ethically sound and compliant research and scholarship.

While this campus policy originates in response to National Institute of Health (NIH) and National Science Foundation (NSF) training requirements, it is the opinion of the University that training on responsible conduct of research and scholarship should be more comprehensive. Jointly issued by the Office of the Provost, the Office of the Senior Vice-President for Health Sciences, and the Vice-President for Research, the policy requires each academic unit to develop its own Complementary Policy for implementing P211 to allow for the most appropriate requirements for the faculty, staff and students of that academic unit.

The educational program in RCRS involves two (2) components: on-line training provided by the web-based Collaborative Institutional Training Initiative (CITI) and in-person training (IPT). *The federal IPT guidance is for eight (8) hours every 4 years, or 2 hours annually.* The policy below outlines who in the School of Dental Medicine is required to complete these training components, the required frequency of such training, and the general content of the training.

Please note: If a person is receiving external grant support from an agency with a RCRS training requirement, they **MUST** follow the requirements set forth by the agency. For example, both NIH and NSF have training requirements for whom they consider “trainees”. It is important for individuals to review the RCRS training policies set forth by the agencies funding their research.

Stony Brook Policy P211 was developed to ensure the highest ethical standards for the conduct of research and scholarly activities on our campus. The School of Dental Medicine will ensure that our community is in compliance with this policy. All members* of the dental school community who participate in research and/or scholarly activity will be required to complete a one-time only on-line course in the Responsible Conduct of Research on the CITI web site (“A” below) and participate each year in in-person training in the RCRS (“B” below).

*All faculty, staff, students, postdoctoral fellows, advanced education residents and SDM visitors who engage in any research or scholarship.

Exemptions from the SDM RCRS Policy:

Exemptions to this training can be requested by departmental chairs. However, once the exemption is approved by the SDM Director of Research Compliance, the exempt individual cannot engage in any research or scholarship and cannot have their name

associated with any publications or presentations. *If an exempt person does participate in research or scholarly activity – they will be in violation of Stony Brook University Policy 211 and the violation will be reported to the Stony Brook University Office of Research Compliance.*

A. On-line CITI training.

Please see appendix “A” below.

B. In-person training in the Responsible Conduct of Research and Scholarship.

All persons who are required to fulfill the On-line CITI training must, on at least a yearly basis, participate in in-person RCRS training for one or more hours depending on their level of research activity (see below).

Graduate Students:

All Graduate Students (MS or PhD) will participate in 8-hours of in-person RCRS training during their first year in the graduate program. If they do not complete their degree in 4 years, they will participate in 2-hours of in-person training each year until graduation.

Faculty:

Faculty members who participate research will attend 1 hour of in-person each year.

Staff:

Any staff member whose main duties are to conduct research, such as a laboratory support person, will participate in 1 hour of in-person training each year.

Postdoctoral/Research Scientist:

All postdoctoral/research scientists will participate in 1 hour of in-person training each year.

Advanced Education Resident:

If postdoctoral dental residents are conducting research, they will participate in 1 hours of in-person training each year. Postdoctoral dental residents who do not participate in research are exempt from the policy.

School of Dental Medicine visitors:

Persons, who are visiting to conduct research for less than 1 year, are not required to participate in in-person training. However, if such a visitor, for example an undergraduate student or high school student, conducts research for more than one calendar year; they will be required to participate in 1 hour of in-person training each year.

Dental (DDS) students:

All dental students, even if they do not participate in research and scholarly activity, will complete the CITI course in RCRS and participate in 2-hours of in-person training as part of HDI 601 “Evidence Based Dentistry and Critical Thinking” given during the second year of their studies.

In-person training sessions will be administered by the SDM Director of Research Compliance. With permission from the Director of Research Compliance, other members of the SDM faculty may develop in-person training sessions for their research group. Appropriate sessions will include the following topics:

In-Person Training Topics:

- a. Conflict of interest – personal, professional, and financial
- b. Mentor/mentee responsibilities and relationships
- c. Collaborative research including collaborations with industry
- d. Peer review
- e. Data acquisition and research tools; management, sharing and ownership
- f. Research misconduct and policies for handling misconduct
- g. Responsible authorship and publication
- h. The scholar as a responsible member of society, contemporary ethical issues and the environmental and societal impacts of research in the discipline
- i. Policies regarding human subjects, live vertebrate animal subjects, and safe laboratory practices

Documentation of in-person training

After completion of in-person training in RCRS, participant’s names will be added to the RCRS compliance training database, administered by the SBU Office of Research Compliance, by the School of Dental Medicine Office of Research.

Appendix A: Instructions for accessing the CITI on-line training

A. How to log onto the CITI Program to complete the on-line training

1. Go to <https://www.citiprogram.org>
2. On the upper right side of the screen, click “Log In”
3. Directly below the CITI Program logo, click “Log In Through My Institution”
4. Find and click on “SUNY - University at Stony Brook”
5. Enter your Stony Brook NetID and Password

B. How to find the required CITI course

1. The main menu on the page will have a top bar that says “SUNY – University at Stony Brook Courses.” Click on this blue bar.
2. Under the heading of “My Learner Tools” the first option is “Add a Course.” Click on this option.
3. The next page will have several options on the menu. Click on the first box, next to the words “I want to complete an RCR Course at this time.” Do not be concerned by the note that states that the course does not satisfy SBU Human Subjects training requirements.
4. Click “Next” on the bottom of the web page
5. Click on the “Basic course” button. Then click “Next” on the bottom of the page.
6. You will reach a page that tells you to choose the course mostly related to your discipline.
7. Click on the box next to the 2nd option on the list: Choose the RCRS course that most closely matches your research. At the SDM, most will choose “Biomedical Sciences” or “Social and Behavioral Sciences”. Then click “Next” at the bottom of the page.

C. How to find and download your completion certificate for the CITI training program

1. Once you have logged in to the CITI program website (see instructions in Part A) look for the menu bar across the top of the web page. Click on “My Reports”
2. You will see a list of the courses you have completed. Look for the heading “Responsible Conduct of Research in the Biomedical Sciences or Social and Behavioral Sciences.”
3. Once you have identified the course, look to the right side of the screen.
4. Under the column labelled “Completion Report,” click on “View/Print”. There will be a download-button on the top right of the screen (next to the icon of a printer). Download this PDF document and save it in your records.
5. If you are a Year 2 dental student, email your PDF document to the course director of HDI 601 “Evidence Based Dentistry and Critical thinking”.
6. For all others, using your stonybrook.edu email address, e-mail the PDF of the completion report to the School of Dental Medicine Director of Research Compliance.

Congratulations!

You have completed the Collaborative Institutional Training Initiative (CITI program)
training on Responsible Conduct of Research (RCR)

Ignore the “Expiration Date.” You only need to complete this course once.