QUICK REFERENCE GUIDE TO COMPLETING THE RESPONSIBLE CONDUCT OF RESEARCH TRAINING

A. INSTRUCTIONS FOR STUDENTS

Students using the online Ethics CORE Digital Library must follow these steps:

1. Set up an Ethics CORE account at http://nationalethicscenter.org/register
   a. Complete the Create New Account web form (note: for the Organization or School you will need to type Union College in the text box)
   b. At the bottom of the page, click the Create New Account button
   c. You will receive an email message from Ethics CORE; click the link provided in the email message to activate your account
2. Once you are logged into your Ethics CORE account, click the RCR Modules from CMDITR link on the top navigation bar
   a. If this is your first time accessing the RCR modules, click the RCR User Account Registration link in the third bullet for “New Users”
      i. On the New User Registration page, under “What group are you affiliated with?” select Union College from the drop-down list
      ii. Click the Register button
   b. If you are returning to the RCR modules to continue/complete the training tutorial, click the Continue Tutorials link in the second bullet for “Returning Users”
3. Complete Module 1. Rights and Obligations, sections 1.0 through 1.5
4. Inform the faculty member you’re working with that you’ve completed the RCR training.

B. INSTRUCTIONS FOR FACULTY – REPORTING COMPLETION OF RCR TRAINING

The Grants Office will email an RCR Training reminder to all PIs and co-PIs in early June, early September, and early January each year. The email will include a link to the RCR Training Activity Sheet (also available on the Grants Office website, under Policies & Forms). Upon completion of the training in a timely fashion, the faculty PI will:

1. Complete the RCR Training Report Form
   • For all NSF grants, list “other” research personnel including undergraduate students, graduate students, and/or post-docs compensated through the grant (i.e., budget category B. Other Personnel, lines B.1., B.3., and B.4.).
   • For NIH grants, list all trainees, fellows, participants, and scholars receiving support through any NIH-funded program that requires instruction in responsible conduct of research (as stated in the relevant funding opportunity announcement).
2. Print, sign, and date the RCR Training Report Form
3. You may attach Certificates of Completion from on-line training programs/modules, if applicable.
4. Return the RCR Training Activity Sheet and any applicable attachments via campus mail to Mercedes Susi, Grants Office or email susim@union.edu.

1 Module 1 satisfies Union’s policy for training in RCR, however faculty are encouraged to also have their students, when appropriate, complete Module 2: Collaboration, Communication and Grants Management and/or Module 3: Intellectual Property