**Requirement for Training in the Responsible Conduct of Research**

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

**Purpose and Scope**

West Chester University WCU) agrees that (a) the responsible and ethical conduct of research (RECR) is critical for research excellence, integrity, and public trust in science and engineering and (b) education in RECR must be considered essential for all who participate in research at the university.

**Policy Statement**

As of January 4, 2010, the National Science Foundation (NSF) requires institutions, at the time of proposal submission, to certify that they have programs in place to promote" responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project."

This requirement is based on section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act (<https://www.govinfo.gov/content/pkg/FR-2009-08-20/html/E9-19930.htm>), which states, “The Director [of the National Science Foundation] shall require that each institution that applies for financial assistance from the Foundation for science and engineering research or education describe in its grant proposal a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project."

In order to remain in compliance with the NSF requirement and other federal and state regulations, WCU require CITI Program training in RECR for all Principal investigators, undergraduate students, graduate students, and postdoctoral researchers whether or not the project is funded by external or internal grants.

For instructions on how to create a CITI account and select courses, please follow the instructions below (please note, if you already have created a CITI account, please log-in and start at #10 below)

1. Go to [citiprogram.org](https://www.citiprogram.org/) and click on Register under Create an account.
2. Enter West Chester University into the Affiliation text box (choose WCU when it appears as you type)
3. Select Continue to Step 2
4. Follow on-screen instructions for step 2-4
5. For step 5, regarding CEU credits, please select No
6. For step 6, you only need to enter the information with an asterisk
7. For Step #7:  Responsible Conduct of Research Courses, select from the course discipline that most closely aligns with your research.
8. Other courses can be selected as desired
9. After all courses have been chosen, click complete registration, and then click finalize registration.
10. To begin the training, please select the appropriate Responsible Conduct of Research course from your course list.
11. If you do not see the appropriate Responsible Conduct of Research Course on your course list, please select "add a course or update learner groups" and under Responsible Conduct of Research Courses, select from the course discipline that most closely aligns with your research.
12. Once you pass the training, you can access your CITI completion report as proof of training.

If you have any questions regarding which trainings to register for, please contact:

* + Catherine Spaur (610-436-3060)
	+ Andrea Smith (610-436-3064)

**Reviewed by:** Office of Sponsored Research and Sponsored Programs

**Policy Owner:** Vice Provost for Research and Creative Activity, Office of Research and Sponsored Programs

**Approved by:**

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Deputy Provost and Vice President of Academic Operations

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**History**

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