

Department of Physics and Astronomy Policy on the Responsible Conduct of Research and Scholarship (RCRS)

RCRS, CITI, and IPT Training Requirements

In compliance with the Stony Brook University (SBU) policy on the Responsible Conduct of Research and Scholarship (RCRS; SBU Policy P211), the Department of Physics and Astronomy has established a departmental policy for RCRS training. To ensure compliant completion of RCRS training for faculty, postdoctoral associates, research staff, graduate students, and undergraduate students involved in research and scholarship these individuals will complete RCRS training consisting of two components:

(1) On-line 'CITI' Training and (2) In-Person Training (IPT)

The policy of the Department of Physics and Astronomy provides guidelines for departmental record keeping, notification of training requirements, and suggestions for IPT activities.

1) Online Training

The following groups of researchers are required to satisfy a one-time completion of the Responsible Conduct of Research in the Physical Sciences module provided through the web-based Collaborative Institutional Training Initiative (CITI).

- Faculty, research staff, postdoctoral fellows, and graduate students in one of the department's degree granting programs.
- Undergraduate students involved in research supervised by departmental faculty.
- Visiting college level students collaborating on research projects with faculty members of the department. The requirement can be waived pending proof of completion of RCRS training at their home institution.
- High School students involved in research supervised by department faculty for more than four weeks.

2) In-Person Training (IPT)

To comply with university requirements, each individual engaged in research or scholarly activity must complete 8 hours of IPT every 4 years, or 2 hours of IPT annually. The IPT will include discussions of relevant topics, such as:

- conflict of interest (personal, professional, financial),
- mentor/mentee responsibilities and relationships,
- collaborative research (including collaborations with industry where relevant),
- responsible authorship and publication and peer review,
- research/scholarship misconduct and policies for handling misconduct,
- the researcher/scholar as a responsible member of society.

IPT training is an integral part of all research courses of the department. Most faculty and students will fulfill the 2 hours per year IPT requirement through these courses.

Graduate Students: To fulfill the IPT requirement:

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- First year graduate students participate in a 2 hour training during the Graduate Orientation and through enrolling in PHY598 or PHY 599, which includes a RCRS training component.
- Second year graduate students receive a minimum of 2 hours of in person instruction in the graduate laboratory courses PHY515 or PHY517.
- Graduate students participating in research projects enroll in PHY580, PHY 595, PHY699, PHY700, or PHY701. In-person instruction in RCRS is required part of these courses, it is typically conducted as part of weekly research group meetings.

Undergraduate Students: To fulfill the IPT requirement, undergraduates participating in supervised research projects will enroll in AST287, AST345, AAST443, AST487, PHY287, PHY445, or PHY487. In-person instruction in RCRS is required part of these courses.

Faculty: To fulfill the IPT requirement, faculty will instruct students in RCRS as part of teaching one of the above mentioned courses.

All other researchers: It is the responsibility of the faculty member supervising research projects to provide a minimum of 2 hours in person RCRS training for research staff, postdocs, visiting college level students and high school students. This training is typically conducted as part of weekly research group meetings.

3) Notification of RCRS Requirements

Faculty: The department chair will notify all faculty of the RCRS training requirements at the beginning of each academic year.

Graduate Students: Graduate students are informed of the RCRS training requirements at the graduate Orientation when they join the program. In subsequent years they will be reminded of the requirements by the graduate program coordinator at the beginning of each academic year.

All other researchers: For all other researchers it is the responsibility of the faculty member of the department supervising the research project to inform all participants of the RCRS training requirements.

4) Record Keeping

- Records on completion of the CITI online RCRS training are kept for all members of the department through the web-based CITI data base.
- Completion of IPT is indicated through a passing grade in the relevant courses, records are kept through the university's Peoplesoft data base.
- The graduate program coordinator will keep attendance records of the annual Graduate Orientation.
- Faculty will maintain a list of the members of their research group who are participating in weekly research meetings with an RCRS IPT component.