

CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

RESPONSIBLE CONDUCT OF RESEARCH PROCEDURES - NIH AND NSF

The following procedures will be followed for funding received from the sponsors listed below:

NATIONAL INSTITUTES OF HEALTH (NIH)

Requirements indicate that any student and postdoctoral trainee must be engaged in a rigorous training program with the Principal Investigator in order to request funding from a grant solicitation. Moreover, in the event of certain NIH awards, the PI must oversee all training of staff and students towards NIH policies as part of the funding requirements ([NIH regulation](#)).

NATIONAL SCIENCE FOUNDATION (NSF)

Funded students and trainees shall engage in an RCR program that includes, 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 being hired. Note the minimum score for the course to be considered complete is 80 percent.
 - a) If a student has received training in RCR from another institution, it is up to the PI to certify this training.
 - b) Proof of training must be provided with the RCR Training Certification form
 - i. Proof of training can include various course materials, including course syllabi, email verification of enrollment and any other documentation as approved by the PI.
2. Once the required RCR course has been finished, the CITI grade book should be checked to ensure that all of the course modules have been completed. Users should complete the confirmation form and submit. The Senior Research Officer will receive notification of completion from CITI.
3. RCR Training Certification form can be provided with hire paperwork to the project's Grants Analyst along with new student hiring packet or stipend paperwork.