

NIH Grant Template Language for Responsible Conduct of Research (RCR)

Instructions

The NIH grant template Language provides a description of Baylor's formal RCR training program and suggestions for describing informal RCR instruction. It can be adapted for use in Institutional Training Grants, Institutional Career Development grants, Individual Fellowship Award, and Individual Career Development Award applications.

This template language is not meant to replace individually tailored RCR education plans. Edit the template language as appropriate for your specific application requirements.

All RCR training plans must include the following five instructional components: 1) Format, 2) Subject Matter, 3) Faculty Participation, 4) Duration of Instruction, and 5) Frequency of Instruction. The plan must discuss both formal and informal RCR instruction. These components are described in the [NOT-OD-10-019 NIH Update on the Requirement for Instruction in the Responsible Conduct of Research](#) and [NOT-OD-22-055 FY 2022 Updated Guidance: Requirement for Instruction in the Responsible Conduct of Research](#). Monitoring and tracking must also be addressed and are included in the template language.

The items listed below are guidelines for tailoring the template language for your career stage, application type, and/or specific funding opportunity announcement.

- *Indicate any formal and informal RCR training you have completed and when you completed it.*
- *Indicate your future plans for completing formal RCR training and obtaining informal RCR education within your clinical/laboratory research team (e.g., lab meetings, one-on-one meetings) and/or by attending other research ethics-related education events.*
- *Senior fellows and career award recipients (e.g., F33, K02, K05, and K24) may fulfill their RCR requirement by participating as RCR course instructors or discussion leaders.*
- *Baylor faculty are strongly encouraged to participate as instructors, presenters, and discussion leaders in both formal and informal RCR training programs. Informal RCR education may occur as part of regular meetings of the research group. Faculty who participate as instructors in formal RCR training should be included in the RCR education plan description. Information on topics for RCR training can be viewed at: <https://resources.research.baylor.edu/research-offices/research-compliance/research-integrity>.*

RCR Template Language

The integrity of research conducted at Baylor University is of the utmost importance to the institution as well as to our research sponsors. Baylor is committed to promoting and ensuring the Responsible Conduct of Research (RCR) across all disciplines and ensuring that our researchers practice high standards of ethics and integrity in their research.

1. Format of Training Plan

Baylor University provides a comprehensive RCR training plan which includes: 1) formal training via the online Collaborative Institutional Training Initiative (CITI); 2) formal coursework in GRD5105, Responsible Conduct in Research; and 3) ongoing informal, one-on-one training from faculty/mentors.

Formal RCR Instruction: Baylor requires individuals to complete online RCR training through the Collaborative Institutional Training Initiative (CITI) Program as well as to attend to in-person, discussion-based RCR training. The online CITI Program RCR training offers discipline-specific (biomedical, social, behavioral and educational, humanities, and engineering) modules and introduces the topics covered in NIH NOT-OD-10-019 and NOT-OD-22-055. A minimum score of 80% is required to pass each module quiz.

The in-person course combines didactic and interactive learning experiences facilitated by research faculty and senior staff with extensive experience in the subject matter. Interactive learning experiences include case studies, small group discussions, and problem-based learning. Trainees are expected to be actively involved in all discussions and activities.

Informal RCR Instruction: *[[NIH NOT-OD-10-019](#) describes Informal RCR Instruction as continuous learning that occurs in the course of daily laboratory interactions and in other scholarly activities throughout the research training experience. Informal RCR Instruction is expected to be completed in addition to the formal Baylor RCR training].*

[Describe your Informal RCR activities in this section. Some examples may include participating in research ethics-focused mentor and peer discussions, team meetings, self-study, or seminars. Be sure to include who provided the training (i.e., mentor, peers, collaborators, Baylor faculty, scientists), frequency (weekly, bi-weekly, monthly, annual conference) and topics covered].

2. Subject Matter:

The online CITI Program RCR training covers the following core topics: Authorship, Collaborative Research, Conflicts of Interest, Data Management, Peer Review, Mentoring, Reproducibility, Research Misconduct, Research Involving Animal & Human Subjects.

Formal in-person coursework includes, but is not limited to, the following topics: Ethics and Society, Collaborative Research, Secure and Ethical Data Use and Analysis (acquisition, laboratory tools, recordkeeping, management, sharing and ownership), Peer Review, Mentor/Trainee Roles & Responsibilities, Responsible Authorship and Publication, Research Misconduct, Safe Research

Environments, Safe Laboratory Practices, Animal & Human Subjects in Research, and Conflict of Interest and Commitment. The curriculum is primarily based on materials from the Office of Research Integrity.

3. Faculty Participation:

Baylor faculty contribute to both formal and informal RCR training. Faculty participate in the formal in-person RCR course as presenters, discussion leaders, and/or content reviewers. Faculty members facilitate informal RCR instruction via one-on-one mentoring and small group discussions within their labs/research teams.

[Further describe the role of the mentor/PI/faculty member in RCR training here].

4. Duration of Instruction:

The online CITI Program RCR course takes approximately 4 hours to complete. The duration of each in-person course session is about 1.5 hours and delivered over 8 weeks. Trainees are required to complete at least 8 contact coursework hours. Research faculty provide ongoing mentorship and instruction in responsible research practices.

5. Frequency of Instruction:

Trainees are required to complete RCR training at least once during each career stage and at a frequency of no less than once every four years. A minimum of 1 in-person training course is offered each year. The online CITI Program RCR course is required to be completed every 4 years regardless of career stage. Informal RCR instruction is discipline specific and completed via ongoing educational seminars, lab meetings, and mentored discussions.

6. Monitoring and Tracking:

The Baylor University Office of the Vice Provost for Research communicates the requirements, monitors participation, and tracks completion of the formal RCR training components. Online CITI Program RCR compliance is monitored via course completion reports. Participation for in-person coursework is documented via attendance tracking, online class registration, and a final grade of Pass ("P") or Fail ("F"). Faculty mentors monitor, track, and report informal RCR instruction as required. Trainees also maintain individual records that document completion of both formal and informal RCR education.