

**LOYOLA UNIVERSITY NEW ORLEANS
OFFICE OF GRANTS AND SPONSORED PROGRAMS**

RESPONSIBLE CONDUCT OF RESEARCH TRAINING POLICY FOR NSF AWARDS

PROCEDURES

A. Training Verification

- As requested, the PI will provide the grants office with a project-appropriate training plan that necessarily includes some face-to-face interaction.
- Post award, the PI or Financial Affairs will provide the grants office with a list of applicable researchers to be supported with the NSF funding.
- At the request of the PI and budget permitting, the grants office will pay for applicable individuals to register for online modules as part of the training (see Training Access).
- At the request of the PI, the grants office will administer basic compliance tests as evidence of training.
- The grants office will ask the PI to provide evidence that each applicable individual has been trained. This evidence may include but is not limited to:
 - A test that has been administered by the PI and shows a passing grade for the applicable researcher;
 - A passing grade achieved on a standard test that is administered by the grants office; or
 - Documentation that the applicable researcher has achieved a passing grade on an online test provided by the CITI training group or another such organization.
- The grants office will notify the PI and Financial Affairs once adequate evidence of training has been received.

B. Training Access

Budget permitting and at the request of the PI, the grants office will pay for applicable researchers to receive basic training in the Responsible Conduct of Research through the Collaborative Institutional Training Initiative (CITI). This training is expected to cover the following topics:

Basic RCR Topics

- Authorship
- Collaborative Research
- Conflicts of Interest
- Data Management
- Fiscal Responsibility
- Mentoring
- Peer Review
- Plagiarism

- Research Involving Human Subjects
- Research Misconduct
- Using Animal Subjects in Research

The PI will be responsible for ensuring that each applicable researcher expected to receive CITI training (1) emails the grants office all of the information needed to establish an account, (2) takes the course, and (3) forwards documentation of test results to the grants office in a timely manner.

Information Needed for Registration

- First name
- Last name
- Loyola email address
- Secondary email address (optional)
- User name (40-50 characters, not case sensitive)
- Initial password (8-50 characters, case sensitive)
- High school mascot (for securing question)?
- Gender (female, male, transgender or other, prefer not to answer)
- Ethnicity (Hispanic or Latino, Not Hispanic or Latino, Prefer not to answer)
- Race (American Indian or Alaska Native, Black or African American, Asian, Native Hawaiian or Other Pacific Islander, White, Prefer not to answer)
- Can CITI Program contact you at a later date regarding participation in research surveys? (yes, no, not sure ask me later)

Revised 1/20/15