




PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

Version: 1.0	Effective Date: June 20, 2018
Title: Responsible Conduct of Research (RCR) Training Plan for Non-Training Grants	
Approved by: Cajetan M. Akujuobi, M.B.A., Ph.D.E.E., P.E. Vice President for Research, Innovation and Sponsored Programs	
Signature: 	Date: June 20, 2018

1. Purpose

All members of the Prairie View A&M University research community, including faculty, staff, post docs, and students, are expected to adhere to the highest ethical and professional standards as they pursue research and scholarly activities. This includes adherence to Prairie View A&M University's training plan for the Responsible Conduct of Research (RCR) training as required by:

- National Science Foundation (NSF), as referenced within the NSF Grant Proposal Guide and Award and Administration Guide, and implemented under the America COMPETES Act;
- U.S. Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA), according to the Research Terms and Conditions for USDA-NIFA; and
- National Institutes of Health (NIH).

In response to this mandate, Prairie View A&M University's Office of Research and Compliance has implemented the following plan, which establishes minimum RCR training requirements.

2. Scope

This SOP covers the administrative notification and tracking of Responsible Conduct of Research (RCR) training for non-training grants.

This SOP pertains to

- Undergraduate students, graduate students, and postdoctoral researchers who will be supported by NSF funds, in accordance with Section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education and Science (COMPETES) Act of 2007;
- Program directors, faculty, undergraduate students, graduate students, postdoctoral researchers, and any staff participating in the research project, mandated in the Research Terms and Conditions for USDA-NIFA

This SOP does not cover NIH training grants.

3. Responsibilities

3.1. The Office of Sponsored Programs (OSP) Project Administrator(s) is responsible for:

- 3.1.1. Setting up new awards in Maestro.
- 3.1.2. Ensuring that CITI RCR training has been completed for the PI and Co-PI(s) prior to the release of funds.
- 3.1.3. Notifying the ADRC when Sub-awards are set up.

3.2. ADRC is responsible for:

- 3.2.1. Monitoring training progress and notifying PIs when trainings are due for personnel on their grants.
- 3.2.2. Reviewing Hiring proposals for new hires on grants.
- 3.2.3. Notify the Project Administrator of the completion of trainings.

3.3. Principal Investigator (PI) and Sub-Award PI is responsible for:

- 3.3.1. Completing the CITI RCR Training.
- 3.3.2. Ensuring that all Co-PIs complete the CITI RCR training for account setup completion.
- 3.3.3. Ensuring that appropriate personnel supported by NSF funds complete the CITI RCR training within 60 days of hire.
- 3.3.4. Ensuring that all personnel working on a USDA/NIFA project complete the CITI RCR training prior to beginning work.
- 3.3.5. Corresponding with OSP and the ADRC regarding training completion.
- 3.3.6. Providing lists of training completion to the ADRC once a month.

4. Reference Documents

4.1. CITI RCR Training Instructions

<http://www.pvamu.edu/research/office-of-research-compliance/responsible-conduct-of-research/>

4.2. *New Hire Screening*

https://pvamu.co1.qualtrics.com/jfe/form/SV_7QwL6bNHUgAIEM5

4.3. *NSF Final Implementation Plan*

<https://www.gpo.gov/fdsys/pkg/FR-2009-08-20/html/E9-19930.htm>

4.4. *NSF RCR Frequently Asked Questions*

<https://www.nsf.gov/pubs/policydocs/rcr/rcrfaqs.jsp>

4.5. *USDA/ NIFA General Terms and Conditions*

https://nifa.usda.gov/sites/default/files/resource/NIFA%20Grant_Cooperative%20Agreement%20General%20Terms%20March%202016%20FINAL.pdf

5. Procedure

5.1. Notification

5.1.1. Post Award Notification

5.1.1.1. Once the Project Administrator has set up the funded project in Maestro, the ADRC will be notified via email from Maestro of the new award.

5.1.1.2. The PI will receive the Sponsored Project Summary (SPS) that includes the research terms and conditions, which includes their responsibility to ensure that all personnel supported and/or working on their grant completes the required RCR training.

5.1.1.2.1. CITI RCR training must be completed by the PI and Co-PI(s) prior to the release of funds.

5.1.1.3. The ADRC will contact the PI to reiterate their responsibilities regarding RCR training and documentation of the training.

5.1.1.4. The ADRC will monitor training completion for personnel by contacting the PI once a month for an update on completion.

5.1.1.5. Failure to complete the training within the allotted time will result in a hold being placed on the account until the appropriate training has been completed.

5.1.2. Personnel Addition

5.1.2.1. The ADRC will be notified via email from Qualtrics of all proposed positions and hires of personnel from a grant.

5.1.2.2. The ADRC will review the *New Hiring Screening* submitted, and contact the PI with the name and position of the new personnel, reminding the PI that the personnel must complete the RCR training.

5.1.2.3. It is the responsibility of the PI to notify the ADRC of all non-paid personnel that will work on applicable projects.

5.1.3. Sub-Award Notification

- 5.1.3.1. Sub-award recipients will be notified of the responsibilities for compliance with PVAMU's RCR training requirements in the terms and conditions in the Sub-award Contract.
- 5.1.3.2. The Project Administrator will monitor training completion for personnel by contacting the Sub-Award PI once a month for an update on completion.

5.2. Training Plan

- 5.2.1. The Office of Research has decided to implement an RCR training plan using the [Collaborative Institutional Training Initiative \(CITI\)](#) online training.
- 5.2.2. Personnel must create an account for the website and affiliate with Prairie View A&M University.
- 5.2.3. Personnel should complete the modules in an RCR learner group from their discipline. Modules may be taken at the learner's pace by logging out and returning at a later date
- 5.2.4. Once CITI RCR training has been completed for the PI and Co-PI(s), the PI must notify the ADRC and their OSP Project Administrator, submitting a copy of their training transcript.
 - 5.2.4.1. Once CITI RCR training has been completed for all other personnel, the PI must only notify the ADRC, submitting a copy of the training transcript.
- 5.2.5. The ADRC will notify the OSP Project Administrator regarding completion.
- 5.2.6. RCR training must be renewed every three years.

6. Revision History

- 1.0 - This is an original procedure.

Contact Information

If you have any questions, please contact the Office of Research, Innovation and Sponsored Programs:

Associate Director of Research Compliance
Office of Research, Innovation and Sponsored Programs
Phone: 936.261.1553
Email: research@pvamu.edu