

University of Hawai`i at Mānoa
Institutional Resources to Support Responsible Conduct of Research
Instruction Plans and Oversight (National Institutes of Health Awards)

On November 24, 2009, the National Institutes of Health (NIH) issued an Update on the Requirement for Instruction in the Responsible Conduct of Research (RCR) (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>). This update applies to NIH Institutional Research Training Grants, Individual Fellowship Awards, Career Development Awards (Institutional and Individual), Research Education Grants, Dissertation Research Grants, or other grant programs with a training component that requires instruction in RCR as noted in the funding opportunity announcement. **Effective January 25, 2010, NIH requires that all trainees, fellows, participants, and scholars receiving new or renewal support from any of the above awards must receive instruction in RCR.** We encourage all members of our research community who are responsible for the design, conduct and publication of research, regardless of the source of support, to engage in these instructional opportunities. The following University of Hawai`i at Mānoa (UHM) resources are available to support our faculty as they fulfill their responsibilities in accordance with the NIH Update:

Principal Investigators (PIs), Trainees, Fellows, Participants and Scholars' Responsibilities

- All applicable NIH proposals must include an individualized plan for RCR training, including timelines for completion. Please refer to the NIH Update (see above) for specific instructions and links to the Office of Research Integrity (ORI) with basic RCR instruction, updates and guidance on formulating RCR instruction plans. Research mentors or training program PIs should assist in the formulation of such plans. The Office of the Vice Chancellor for Research and Graduate Education (OVCRGE) will also be available to provide advice.
- The RCR instruction plan will be part of the evaluation criteria for NIH. Importantly, “applications lacking a plan for instruction in responsible conduct of research will be considered incomplete and may be delayed in the review process or not reviewed.”
- The instruction plan, which should include the past record of instruction in responsible conduct of research, will be evaluated by NIH as acceptable or unacceptable.
- NIH requires that RCR instruction be “undertaken at least once during each career stage, and at a frequency of no less than once every four years.”
- With awards in which a senior investigator leads the training program as PI (e.g., T32 or R25), the PI must ensure that all participating individuals complete RCR instruction.
- Individuals with fellowships and career development awards (e.g., K23 or F32) shall assume individual and personal responsibility for their instruction in RCR.
- **This NIH policy will take effect with all new and renewal applications submitted on or after January 25, 2010, and for all non-competing continuation (Type 5) applications with deadlines on or after January 1, 2011.**

Responsible Conduct of Research Instructional Opportunities The following RCR training opportunities supported by UHM, although not mandatory, may be integrated into individual RCR instruction plans:

On-line Training

The University of Hawai'i has registered with the Collaborative Institutional Training Initiative (CITI) for use of their interactive on-line RCR course. CITI's multidisciplinary approach may be included as part of NIH's RCR instruction requirement.

Instructions for CITI's on-line RCR Course:

- Access CITI's website: <https://www.citiprogram.org/default.asp>
- Follow instructions to register as a new user, selecting the University of Hawai'i as the participating institution.
- Provide Campus affiliation, Department name, Employer/PI/Mentor's name as appropriate, along with a telephone contact number.
- Read the introduction and select the course most appropriate for your discipline.
- Complete the course, with a suggested grade of 80 or higher. Scores will be automatically recorded with the OVCRGE, and the Office of Research Services (ORS).

If included as a component of any individual plan, we recommend that this on-line training be completed within 30 days of receipt of NIH support.

Interactive Sessions

Individuals may attend RCR Interactive Sessions presented by institutional faculty. Sessions will be offered at least twice each calendar year. Details and a schedule of interactive sessions will be posted on the OVCRGE website beginning early 2010.

If included as a component of any individual plan, we recommend that interactive sessions be completed within 12 months of receipt of NIH support.

Courses and Other Opportunities

UH faculty offer a variety of courses that cover some of the RCR content areas outlined in the NIH Update. Some of these courses may be appropriate as part of an individual's tailored plan. In addition, we encourage each individual to identify unique opportunities for instruction, including workshops, guest lectures, fellowships, seminars, and conferences that may enhance their responsible conduct of research instruction plan.

Office of the Vice Chancellor for Research and Graduate Education Responsibilities

- Dr Frank O. Perkins, Assistant Vice Chancellor for Research and Graduate Education and Research Integrity Officer, is responsible for overseeing the RCR instruction opportunities included above and providing verification of enrollment in these sessions as well as any credit courses that are included in individual plans.
- OVCRGE will maintain its website with the following content:
 - University policies related to RCR
 - Links to relevant Institutional Offices and external websites
 - Frequent updates with interactive session schedules and other related workshops
 - Contact Information
- As appropriate, OVCRGE will assess training methodologies, revise course content, survey user satisfaction, and provide consultation for development of individual RCR instruction plans.

Compliance

The OVCRGE will verify enrollment in UHM credit courses and maintain completion records from the on-line and interactive sessions, providing documentation to the NIH as requested. Plans that include other RCR instruction activities will not be monitored or verified by the OVCRGE. As set forth in the NIH Update, each individual must assume appropriate responsibility for describing, completing and documenting his or her RCR instruction plan.

Failure to comply with NIH policy may result in serious consequences, including forfeiture of NIH funds. Non-compliance may also undermine professional integrity and jeopardize future funding from NIH and other federal sponsors.

Summary

We believe that complying with NIH policy will promote the responsible conduct of research and result in the perpetuation of pride, honor, and integrity at our distinguished Research and Education Institution. Indeed, in the pursuit of knowledge, we have an obligation to conduct ourselves ethically and in accordance with professional standards. It is in this spirit that we encourage all researchers to participate in this opportunity for learning.

Please direct questions or comments to the Assistant Vice Chancellor for Research:

Phone: 956-8179

Fax: 956-3535

Email: uhr-cr@hawaii.edu