



REGULATION TITLE:

Responsible Conduct of Research (RCR) Training

APPLIES TO:

All faculty, staff, students, and postdoctoral researchers supported by external funding that mandates RCR training

ADMINISTRATIVE AUTHORITY:

Office of Research & Innovation (ORI)

Sponsored Programs

Office of the Provost and Vice President of Academic & Student Affairs

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

Kentucky State University (KSU) is committed to fostering a culture of integrity in all scholarly and research activities. This regulation outlines KSU's plan to provide education and training in the responsible conduct of research (RCR) to meet and exceed the requirements of federal funding agencies, including the National Science Foundation (NSF), the National Institutes of Health (NIH), and the USDA National Institute of Food and Agriculture (NIFA).

DEFINITIONS:

Principal Investigator (PI)

The individual with primary responsibility for the overall leadership of a sponsored project and for ensuring compliance with this regulation.

Research Personnel

Any individual, including faculty, senior personnel, postdoctoral researchers, graduate students, and undergraduate students, who is supported by a sponsored project that has a mandatory RCR training requirement.

Responsible Conduct of Research (RCR)

The practice of scientific investigation with integrity, involving the awareness and application of established professional norms and ethical principles in the performance of all research activities.

PROCESS:

A. Applicability and Training Requirements

This regulation applies to all Research Personnel supported by any sponsored award that includes a mandatory RCR training component, as specified in the funding announcement or award terms. This includes, but is not limited to:

- **NSF:** Undergraduate students, graduate students, and postdoctoral researchers supported by NSF funds.
- **USDA/NIFA:** Program directors, faculty, postdoctoral researchers, and students supported by applicable NIFA awards.
- **NIH:** Trainees, fellows, scholars, and participants supported by applicable NIH awards (e.g., training grants, career development awards, fellowships).

All identified research personnel must complete an approved RCR training program.

B. Core RCR Curriculum

KSU's RCR training program will address the core competencies of responsible research, including:

- Research Misconduct (fabrication, falsification, and plagiarism)
- Data Acquisition, Management, Sharing, and Ownership
- Mentor/Trainee Responsibilities
- Publication Practices and Responsible Authorship
- Peer Review
- Collaborative Research
- Human Subjects Protection
- Animal Welfare
- Conflicts of Interest

- Safe and Inclusive Research Environments

C. Training Modalities and Completion

- **Format:** RCR training will be delivered through a combination of online modules (e.g., CITI Program) and in-person, discussion-based workshops or seminars to facilitate substantive interaction.
- **Duration:** Training programs will generally involve at least eight (8) contact hours to ensure topics are covered in sufficient depth.
- **Timing:** Initial RCR training must be completed by all required research personnel within the first sixty (60) days of their appointment to the applicable sponsored project. Refresher training is required at least every four (4) years.

D. Documentation and Record-Keeping

The Office of Research & Innovation (ORI) will maintain verifiable records of all RCR training completion. These records will be retained for a minimum of three years following the end of the relevant award period and are subject to audit by sponsoring agencies.

Responsibilities

- **Principal Investigator (PI):** Responsible for identifying all research personnel on their awards who are subject to RCR training requirements, ensuring those individuals complete the training by the deadline, and fostering a culture of research integrity within their team.
- **Research Personnel:** Responsible for successfully completing all assigned RCR training in a timely manner and for conducting their research in an ethical and responsible fashion.
- **Office of Research & Innovation (ORI):** Responsible for administering KSU's RCR training program, providing access to training resources, monitoring and documenting training completion, and reporting on institutional compliance to sponsoring agencies as required.

Enforcement

Failure of required research personnel to complete RCR training in accordance with this regulation may result in administrative actions, including suspension of salary payments from the sponsored project, removal from the project, and ineligibility for future funding, until the training requirement is met.

REFERENCES AND RELATED MATERIALS:

- NSF Proposal & Award Policies & Procedures Guide (PAPPG)
- NIH Grants Policy Statement, Section 12.1, "Responsible Conduct of Research"
- USDA NIFA Federal Assistance Policy Guide

CONTACTS:

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HISTORY:

| Revision Type | Date of Issuance/Revision | Drafter(s)/Editor(s) |
|-------------------------|---------------------------|-------------------------------|
| Issued (New Regulation) | June 2025 | Dorothy Daley and Zach Atwell |
