Research Ethics Training
Updated October 2024

The National Science Foundation (NSF) and National Institutes of Health (NIH) require that all researchers working on grant-funded projects – **faculty, staff, and students** – be trained in research ethics prior to working on the project. The training *must* include in-person training and be completed once every 4 years.

Online training must be completed using CITI. CITI is a recognized provider of online research ethics training covering a wide range of topics and offers courses designed to meet NSF/NIH requirements. We will use CITI to provide an introduction to basic concepts; completion is a prerequisite to attending the in-person training.   Each course consists of several modules which can be taken all at once or piecemeal. Certificates of completion can be downloaded once a course has been completed.

In-person training will be conducted on campus. Our goal is to offer in-person training at least once each semester, including summers. The in-person training will build upon CITI, using case studies, role plays, the Dilemma Game app, and/or other interactive ways of discussing ethics concepts and situations. All researchers **– faculty, staff, and students (paid or not)** – will participate in the same training sessions. The registration process requires that CITI certificates be uploaded into the registration form. If the CITI certificate is not uploaded, registration for the in-person session cannot be completed.

- Wednesday, October 23, 2:00 – 4:00 PM in the Brown and Gold Room. Register.
- Michael Chikeleze and Kevin Goebbert will co-facilitate these sessions.
- Additional sessions will be scheduled later.

Thank you for your cooperation in meeting these training requirements. Please direct questions to Devin Sodums, Director, Office of Sponsored and Student Research.

Research Ethics Training Instructions

For PIs with Current NSF/NIH Grants-Funded Projects - ASAP

1. **Take the CITI course** that most closely relates to your discipline. Be sure to take the course that has "RCR' or "RECR" in the title; these courses are designed to meet NSF/NIH requirements. The disciplines are:

   - Physical Sciences
   - Biomedical Sciences
   - Engineering and Computing
   - Social, Behavioral and Education Sciences
   - Humanities
   - Research Administration
   - Researchers

2. Download the **certificate** of completion and save it in your files.
3. Make sure that **all team members** (other faculty, staff, and students) take the same CITI course and download their certificates.
4. **Register for the next available in-person training and make sure your entire team does the same.** The registration process requires that CITI certificates be uploaded into the registration form. If the CITI certificate is not uploaded, registration for the in-person session cannot be completed. At the in-person training, be sure to sign in so we have a record of your attendance.

For New NSF/NIH Applications/Awards – BEFORE the Proposal is Submitted or BEFORE Work Begins

1. If you have not already completed CITI training, do so as part of your grant application preparations.
2. Include the CITI certificates for all faculty and staff that will be part of your team in the **GPAF packet** that is routed internally before the proposal is submitted.
3. If your grant is funded, have any new team members and student research assistants complete the CITI training as soon as you are aware that the project has been funded and **before any research begins.**
4. **Have your entire team register for the next available in-person training session**, uploading their CITI certificates as part of the process of registering for the in-person sessions.

NOTES
- Training must be completed once every 4 years.
- In-person training will last two hours. The first hour will cover general research ethics and the second hour will be on the mentor/mentee relationship (required by NSF). In-person training will be interactive and designed to build on the concepts in the CITI training.
- Once we have your CITI certificate on file, you do not need to continue to provide it.
- For the in-person training, it is important that you register and sign-in at the time of the training so we have documentation of your participation.
- PIs are welcome to join their student team for in-person training as part of the orientation and teambuilding process even if they have already completed the in-person training,