

CCS Administrative Procedure

7.40.01-B Responsible Conduct of Research

Implementing Board Policy [7.40.01](#)

Contact: Grants & Sponsored Research Office, 434-5160

1.0 Purpose

Community Colleges of Spokane is committed to ethical and responsible conduct in all research activities. Education regarding the responsible and ethical conduct of research is critical to public support for and confidence in research conducted in the academic and scientific communities. Community Colleges of Spokane faculty, staff and students who are conducting any research, and in particular research supported by federal funding, have an obligation to ensure that all work is carried out responsibly and ethically in compliance with Title 45, Part 46 of the Code of Federal Regulations (45 CFR 46), CCS procedures, federal agency and federal and state regulations. The CCS Institutional Review Board oversees the responsible conduct of research at CCS, in collaboration with the Grants & Sponsored Research Office for sponsored programs/research. This procedure establishes guidelines for implementation of all responsible conduct of research training requirements for faculty, staff and students who are engaged in research as outlined by the Institutional Review Board in [CCS Administrative Procedure 7.40.01-A Research Involving the Use of Human Subjects](#); as outlined by the Institutional Animal Care and Use Committee in [CCS Administrative Procedure 2.30.05-U Animal Care, Treatment and Use](#); and as outlined in the [CCS Administrative Procedure 1.50.02-D Processing Grants](#).

2.0 Federal Law Requirements

Effective January 2010, the National Science Foundation (NSF) in response to [Section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education and Science \(COMPETES\) Act](#), requires appropriate training and oversight in the responsible conduct of research (RCR) for principal investigators, undergraduate and graduate students and other key personnel involved in conducting research funded by NSF. This guidance is included in the [NSF Proposal & Award Policies and Procedures Guidelines \(PAPPG\)](#). Effective January 25, 2010, the National Institutes of Health (NIH) implemented a [complementary policy](#) requiring RCR instruction for any individual supported by NIH training, research, education, fellowship or career award and mandating non-federal entities to maintain records demonstrating that NIH-supported personnel received the required instruction.

3.0 Definitions

- 3.1 **Research:** A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Research includes all theses, dissertations, publications, and presentations and may include class assignments, project or intervention-related evaluation and written work. The term "research" designates an activity designed to test a hypothesis, permit conclusions to be drawn, and thereby to develop or contribute to generalizable knowledge (expressed, for example, in theories, principles, and statements of relationships).
- 3.2 **Sponsored Research:** Any research that is funded by an external entity such as a federal funding agency (ex. NSF, NIH).
- 3.3 **Institutional Review Board (IRB):** The IRB meets quarterly and determines if the research involving the participation of human subjects, as planned and conducted, will protect the rights and welfare of the people participating in the research. The IRB meets at the call of the chair to consider questions of policy, required research protocols and recommend training requirements for CCS employees and students to responsibly conduct research.

- 3.4 **Research Investigator:** The principal investigator (PI), co-PIs, project director (PD), co-PD, grant initiator or any other person regardless of title or position, who is responsible for the design, conduct or reporting of research funded by a federal funding agency or proposed for such funding. This may also include collaborators or consultants.
- 3.5 **Senior/Key Personnel:** The PI or PD and any other person identified as senior or key personnel by the institution in the grant application, progress report, evaluation plan or any other report submitted to the federal funder by the institution under the regulation.

4.0 Training Requirements for meeting RCR requirements

- 4.1 Faculty, staff and students who are involved in research, regardless of the funding, must complete the CCS-required modules of the Collaborative Institutional Training Initiative's (CITI) on-line training within eight weeks of initiating research or sponsored project activities. All modules should be completed within the specified timeframe and a score of 80% or higher on the quiz for each module must be achieved in order to satisfy the training requirement.
- 4.2 Refresher courses will be required every four years or as determined by the IRB.
- 4.3 For Investigators and senior or key personnel working on federally funded sponsored research projects, the CITI program will provide a certificate of completion and researchers are responsible for providing a copy to the Grants and Sponsored Research (G&SR) office to document completion of the RCR requirements within the required timeframe and in accordance with this policy.
- 4.4 The G&SR office and the Chair of the Institutional Review Board will be responsible for overseeing all required and recommended research training requirements including the Responsible Conduct of Research, Human Subjects Research, Conflicts of Interest and other modules as determined by IRB guidance specific to federally funded projects.
- 4.5 Sub-recipients of CCS federally funded programs must certify that they have an Institutional Plan to meet NSF's Educational Requirements for Responsible Conduct of Research (RCR) and a training program in place that will train all required researches in accordance with NSF's RCR requirements.

5.0 Related Information

- 5.1 Administrative Procedure [1.50.02-D Processing Grants](#)
- 5.2 Administrative Procedure [7.40.01-A Research Involving the Use of Human Subjects](#)
- 5.3 Administrative Procedure [2.30.05-U Animal Care, Treatment and Use](#)
- 5.4 [CITI Training Guidance](#)