

**University of Iowa Responsible Conduct of Research (RCR)  
Face-to-Face Training Guide for RCR training plan implemented as of 2015 in fulfillment of both the  
institutional RCR plan and compliance with Federal funding guidelines**

The following items should be described in a Face-to-Face RCR training course proposal for doctoral and post-doctoral trainees to be approved by the Graduate College (Shelly Campo 335-2136):

- The name of the graduate program and of the RCR contact person
- The name of the primary instructor(s) and relevant contact information.
- The name and course number that will cover the RCR topic areas (If a course with a special topics number is included, it should be converted to a course with a permanent, unique course to ensure that students and post-doctoral fellows are tracked properly for compliance purposes)
- A copy of the course syllabus.
- A description of the requirements for the course in addition to attendance
- If approved, when the course will be offered for the first time in this approved form, and when the course typically will be offered during the year (fall, spring, both, summer, etc.).
- How the course fits into the graduate curriculum (e.g., is it required for all doctoral students students?)

**Instructional Plan**

The RCR instructional plan must meet NIH requirements for educational content, training format, and frequency.

- **Format:** Substantial face-to-face discussions among the participants; a combination of didactic and small-group discussions (e.g. case studies); and participation of research training faculty members in instruction in responsible conduct of research are highly encouraged. While on-line instruction can be a valuable supplement to instruction in RCR, a **plan that employs only online coursework for instruction in RCR will not be considered acceptable.**
- **Attendance:** all students in the course are required to be in attendance for at least **8 in-person contact hours** of class that covers the RCR topic areas.
- **Minimum Topic list:** While there are no specific curricular requirements, the following topics have been incorporated into most acceptable plans for RCR instruction:
  - Concepts of scholarly integrity, responsible conduct of research, and research ethics acknowledged in the course description and objectives.
  - Collaborative Institutional Training Initiative (CITI) online modules are a prerequisite to enrolling in an approved departmental or collegiate level course. Course syllabus needs to include this prerequisite. CITI training details are available here: <http://www.grad.uiowa.edu/principles-of-scholarly-integrity/approved-courses>. **Students must login through this link. If they login through the human subjects office or the animal welfare office trainings, the system will not lead them to all required RCR modules.**
  - **Nine core competency areas must be explicitly covered and outlined on all course syllabi and discussed in class regardless of the area of research that you conduct (#s 1-9).** Even if you are a social science department your course must cover animal welfare and vice versa to both make students aware of ethical concerns across the university and to meet federal compliance guidelines. Competencies 10-12 are recommended but left to the discretion of the instructor:

1. Data Acquisition, Management, Sharing and Ownership

2. Mentor / Trainee Responsibilities
3. Publication Practices and Responsible Authorship
4. Peer Review
5. Collaborative Science
6. Human Subjects
7. Animal Welfare
8. Research Misconduct
9. Conflict of Interest and Commitment
10. Financial Management
11. Research Safety
12. Responsibility to Society

- **Frequency of instruction:** RCR training is required at every new stage of training (ie; from PhD to Postdoc) and/or every 4 years. Academic units may consider refreshing course content annually so that courses may be repeated by trainees to meet refresher training requirements as needed.