

Responsible Conduct of Research Training Compliance

Research Administrator Guide

NIH - Undergraduates, graduate students, and postdocs on NIH training grants, career awards, or fellowships are required to receive 8 hours of RCR education.

NSF - Undergraduates, graduate students, and postdocs on any NSF award are required to receive 1 hour of face-to-face education per year, in addition to one-time completion of the online PERCSS Core Course. (Does not apply to undergrads on a project less than 3 consecutive months.)

NIH RCR Requirements

[NOT-OD-10-019](#)

The National Institutes of Health requires all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive instruction in responsible conduct of research. This applies to the following programs: D43, D71, F05, F30, F31, F32, F33, F34, F37, F38, K01, K02, K05, K07, K08, K12, K18, K22, K23, K24, K25, K26, K30, K99/R00, KL1, KL2, R25, R36, T15, T32, T34, T35, T36, T37, T90/R90, TL1, TU2, and U2R. This policy also applies to any other NIH-funded programs stating the requirement in the funding opportunity announcements.

NIH requires at least **8 hours of face-to-face RCR training**.

Training should be completed at least **once during each career stage**: undergraduate, post-baccalaureate, predoctoral, postdoctoral, and faculty levels. Senior fellows and career award recipients (including F33, K02, K05, and K24 awardees) may fulfill the requirement for instruction in responsible conduct of research by participating as lecturers and discussion leaders.

NSF RCR Requirements

[74 FR 42126](#) and [WashU - NSF COMPETES Compliance Plan](#)

The Washington University Plan for Compliance with the NSF implementation of the America COMPETES Act consists of two components:

- 1) One-time completion of the Washington University [Program for Ethical and Responsible Conduct in Science and Scholarship \(PERCSS\) Core Curriculum](#), which consists of eight online learning modules in Learn@Work. Must be completed **within 30 days of being paid from the grant**.
- 2) Continuing education consisting of at least one face-to-face education session **each project year**.

Monitoring RCR Compliance

RCR training requirements are tracked at the departmental/school level. Several schools offer their own specialized RCR trainings tailored to their field of study or career level, and these are tracked internally within the school. (If desired, these trainings can be tracked centrally in Learn@Work by following the [NSF COMPETES Continuing Education Submission Form](#) instructions on the OVCR website.)

Some RCR trainings are tracked centrally via Learn@Work. You can locate these trainings and report on completions through the following steps:

- 1) Log into learnatwork.wustl.edu
- 2) Click Admin > Click Analytics.
- 3) Search for the report **WU Assigned Courses by Individual**
 - a. Click > Filters
 - b. Course Status: select “Not Evaluated,” “Pending Registration” & “Successful.”
 - c. Person Status: select all
 - d. Full Name: enter the name(s) of the people for which you are searching
 - e. Course Title: leave blank
 - i. If you are interested in only one (or a few) courses an individual has completed, you can narrow your search by entering the title of a specific course(s).
 - f. Empl ID: leave blank
 - g. Course Version: leave blank
 - h. Most Recent Completion: leave blank
 - i. Save & Run your report
- 4) Review the report for instances of RCR trainings, as outlined in the examples below.
 - a. Make sure the course activity status = successful to confirm the training was complete.
 - b. If an individual does not appear in the results for a particular course, then they are not enrolled nor do they have any completions for that course.
 - i. If your report pulls too many courses to easily review, you can narrow your search by returning to steps A and/or C to enter or remove fields, narrowing the results.

Examples of RCR Courses

Classes that **DO** satisfy the face-to-face RCR training requirements:

- **RE – COMPETES Continuing RCR Education Requirement** (Instructor-Led)
- **RE – Responsible Conduct of Research Training:** Data Management/Research Misconduct/etc.
- **RE – RCR COMPETES Workshop:** COI/Data Management/etc.
- **RE – PERCSS Ethics Event** (Instructor-Led)
- Additional classes may be created after the publication of this guide. If you have questions about a class satisfying the NIH/NSF's RCR training requirements, please contact rei@wusm.wustl.edu for assistance.

Class that does **NOT** meet the face-to-face training requirement, but **DOES** satisfy part 1 of the WashU Training plan for NSF trainees:

- **RE – PERCSS Core Course** (Web-Based)