

## **Stony Brook University School of Social Welfare**

### **School Policy for Responsible Conduct of Research and Scholarship (RCRS) Training**

#### **Background**

Stony Brook University requires members and certain visitors of the Stony Brook University community to complete educational training on the responsible conduct of research and scholarship in order to equip members with the tools necessary to conduct ethically sound and compliant research and scholarship.

While this campus policy originates in response to National Institute of Health (NIH) and National Science Foundation (NSF) training requirements, it is the opinion of the University that training on responsible conduct of research and scholarship should be more comprehensive. Jointly issued by the Office of the Provost, the Office of the Senior Vice-President for Health Sciences, and the Vice-President for Research and Innovation, the policy requires each academic unit to develop its own Complementary Policy to allow for the most appropriate requirements for the faculty, staff and students of that academic unit.

The educational program in RCRS involves two (2) components: on-line training provided by the web-based Collaborative Institutional Training Initiative (CITI) and in-person training (IPT). The federal IPT guidance is for eight (8) hours every 4 years, or 2 hours annually. The policy below outlines who in the School of Social Welfare is required to complete these training components, the required frequency of such training, and the general content of the training.

Please note: If a person is receiving external grant support from an agency with an RCRS training requirement, they **MUST** follow the requirements set forth by the agency. For example, both National Institute of Health and National Science Foundation have training requirements for whom they consider “trainees”. It is important for individuals to review the RCRS training policies set forth by the agencies funding their research.

#### **School of Social Welfare training requirements:**

One time completion of the on-line CITI training module titled “Responsible Conduct of Research - Social and Behavioral Sciences” is expected of all students and faculty. More detailed expectations are outlined below.

#### **Students**

##### **Undergraduates:**

Undergraduate students will complete the CITI training modules in their first research course, HWC 313 Research in Social Work I. The training will be done by the end of the first 4 weeks in class. It will not be graded, but students will not be able to pass the course without having completed the online training.

### **MSW students:**

Master of Social Work students will complete the CITI training during their HWC 511 Research I course. The training will be done by the end of the first 4 weeks in class. It will not be graded, but students will not be able to pass the course without having completed the online training.

Advanced Standing students in the MSW program will need to complete the training by the end of the first 4 weeks of their first semester in the program. Students will be required to provide their completion report to the SSW's Office of Student Services.

Any MSW students involved in research will be required to also have 2 hours of IPT annually. First year MSWs will have this training as part of the HWC 511 course. Second year students may participate in the annual IPT provided to the faculty.

### **PhD students:**

PhD students will complete the CITI training during their HWC 602 Research Methods I course. The training will be done by the end of the first 4 weeks in class. It will not be graded, but students will not be able to pass the course without having completed the online training.

In addition, first year PhD students will receive 2 hours of IPT during their HWC 602/603 courses. In their second-year curriculum, students will receive 2 hours of IPT during their HWC 611 course. After their second year of study, students will receive 2 hours of IPT through participation in the annual IPT provided to the faculty.

## **Faculty**

### **Full and Part-time faculty**

In addition to the one-time CITI training, full and part-time faculty are expected to take part in 2 hours of IPT annually. A workshop will be offered annually by the School of Social Welfare to its faculty in order to fulfill this 2-hour in person training requirement. A record of IPT participation will be kept in the office of the Associate Dean for Academic Affairs.

### **Adjunct Faculty**

Adjunct faculty members engage in teaching at the school and are not involved in research or scholarship in their role as adjunct faculty. Thus, adjunct faculty members are required only to complete the online CITI training. They are not required to take part in IPT. Adjunct faculty members should submit their completion reports to the office of the Associate Dean for Academic Affairs.