**Responsible Conduct of Research/Responsible and Ethical Conduct of Research**

**POLICY**

**Revised August 23, 2023**

It is the policy of Valparaiso University to assure the responsible and ethical conduct of research by faculty, staff, and students who engage in research as team leaders - Principal investigators (PIs)/ Project Directors (PDs) and team members.

**General**

All research, whether funded or unfunded, should be conducted in accordance with the university’s Research Misconduct Policy (approved by the President’s Council on April 17, 2015), Institutional Review Board (IRB) policies regarding human subjects research, Institutional Animal Care and Use Committee (IACUC) policies regarding animal subjects, policies regarding the safe and inclusive work environment (on and off campus), and other relevant university policies.

**Grant-Funded Research**

For funded research, specific requirements may apply. The PI/PD is responsible for assuring compliance with these requirements and will work with the Office of Sponsored and Student Research, the Provost Office, Legal, DEI, HR, and other offices as appropriate.

This policy specifically addresses the RCR/RECR training requirements for research supported by grants from the National Science Foundation (NSF) and the National Institutes of Health (NIH). These funders require written plans regarding training and compliance. All team members must receive documented training, including grant-specific training. This training may include both virtual and in-person training but in-person training is required. Completion of online training via CITI is a prerequisite for the in-person training. This training must be completed at least once every 4 years.

**Virtual, On-line Training**

All persons involved with a research project must complete the appropriate RECR-approved training class(s) in CITI prior to the beginning of their involvement with the research project. CITI offers classes by general discipline and well as classes specifically designed to meet RECR requirements. For all faculty and staff named in the grant proposal, CITI certificates must be included in the GPAF internal routing packet prior to the submission of the grant. For students, CITI certificates must be provided to the facilitator of the in-person training.

**In-Person Training**

Every person involved with a research project must complete in-person training as soon as possible after the grant is awarded. In-person trainings will be offered several times each year and will last at least 2 hours (8 hours for NIH-funded research). Such training will be appropriate to the researcher’s career stage. In general, the trainings will be facilitated by Valpo faculty; facilitators will be responsible for gathering CITI certificates from students and providing the required documentation of the training.

The Provost's Office will coordinate trainings and lead the documentation of the completion of trainings.