



UNIVERSITY OF CENTRAL FLORIDA

Office of Research

SUBJECT: Responsible Conduct of Research (RCR) Training and Oversight Plan for National Science Foundation (NSF) Awards	Effective Date: 7/31/2023	Standard Operating Procedure Number: OR-RCR-100
	Supersedes: All previous versions	Page of 1 3
	Responsible Authority: Dir. Office of Compliance	

APPLICABILITY/ACCOUNTABILITY

This procedure applies to all undergraduate students, graduate students, postdoctoral researchers, faculty and other senior personnel who will be supported by the National Science Foundation (NSF) to conduct research.

BACKGROUND

The NSF's implementation of Section 7009 of the America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education and Science (COMPETES) Act requires institutions applying for financial assistance from the NSF to have a plan in place to provide training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, postdoctoral researchers, faculty and other senior personnel who will be supported by NSF to conduct research. See NSF's Responsible and Ethical Conduct of Research site: <https://www.nsf.gov/od/recr.jsp>.

*Note: The NSF 23-1 Proposal & Award Policies & Procedures Guide (PAPPG) expanded the RCR training requirement **to include faculty and other senior personnel** for all new proposals submitted or due on or after July 31, 2023.*

GUIDELINES

This Standard Operating Procedure establishes UCF's implementation of the NSF RCR training requirements. The Director of Compliance in the Office of Research is responsible for overseeing implementation and monitoring compliance with this procedure.

PROCEDURE: NSF SUPPORT VIA PAYROLL

1. UCF has selected the online RCR training course offered by CITI (Collaborative Institutional Training Initiative) to meet the NSF RCR training requirement.
2. All undergraduate students, graduate students, postdoctoral researchers, faculty and other senior personnel who are supported by NSF awards are identified through payroll records every pay period. The identified NSF-supported employees will be enrolled in the Workday RCR100 course.
3. The Workday RCR100 course provides instructions on how to complete the training via the CITI portal, sends out reminder notices and provides a mechanism for recording the completed training in the employee's Workday record.
4. The RCR CITI training must be completed within 60 days of being assigned to the NSF project payroll and every 3 years thereafter.
5. Automated reminder emails will be sent before the due date to remind the employee of the required training. In addition, monitoring reports will be run monthly to identify NSF-supported employees who have not completed the training by the due date.
6. If the NSF-supported employee does not complete the training within 60 days of being assigned to the NSF project payroll, the Principal Investigator (PI) of the award will be notified to remove the employee and their associated payroll charges from the project.
7. If the NSF-supported PI does not complete the training within 60 days of being assigned to the NSF project payroll, the project will be placed on hold until training is current.

PROCEDURE: NSF SUPPORT VIA SCHOLARSHIPS/FELLOWSHIPS (FOR NON-EMPLOYEES)

1. UCF has selected the online RCR training course offered by CITI (Collaborative Institutional Training Initiative) to meet the NSF RCR training requirement.
2. All non-employee undergraduate students, graduate students, postdoctoral researchers, faculty and other senior personnel who are supported by NSF awards through a scholarship or fellowship are identified through a monthly report pulled from the Research Data Warehouse (RDW).
3. A Research Compliance Specialist from the Office of Compliance will contact the NSF supported individual via email with instructions on how to complete the training via the CITI portal. The Research Compliance Specialist will follow up with reminder notices and record the completed training in a tracking file.
4. The RCR CITI training must be completed within 60 days of being assigned to the NSF project and every 3 years thereafter.
5. Reminder emails will be sent before the due date to remind the individual of the required training. In addition, monitoring reports will be run monthly to identify NSF-supported individuals who have not completed the training.
6. If the NSF-supported individual does not complete the training within 60 days of being assigned to the NSF project payroll, the Principal Investigator (PI) of the award will be notified to remove the individual from the project.

RELATED INFORMATION

- NSF's Responsible and Ethical Conduct of Research: <https://www.nsf.gov/od/recr.jsp>

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POLICY APPROVAL

Policy Number: OR-
RCR-100 Initiating
Authority

Signature: _____ Date: _____
Dorothy Yates, Associate Vice President of Research