Responsible Conduct of Research Training Certification Form

The responsible and ethical conduct of research (RCR) is critical for the excellence of, as well as public trust in, science and engineering research. Consequently, an awareness and understanding of issues in RCR are essential to the education of future scientists and engineers. In the spirit of Swarthmore's commitment to ethical behavior and to meet the regulations of the National Science Foundation, all Swarthmore undergraduates and postdoctoral researchers who work with a faculty member on an NSF-funded project AND all Swarthmore faculty who are supervising undergraduates and/or postdoctoral researchers as part of his or her NSF-funded project must complete training in RCR.

PIs are responsible for ensuring that training has been completed before submitting paperwork to the Provost's Office or Business Office for processing of student stipends/salary or postdoc paychecks.

Swarthmore has identified the Collaborative Institutional Training Initiative (CITI, www.citiprogram.org) as providing an appropriate on-line training program. The program consists of required modules, optional modules, and case studies (with quizzes) to be reviewed. At least one case study must be reviewed for certification.

Principal Investigator/Department: _____

Project Title: _____

Grant #: _____

Prior to beginning training, please discuss with your student or post-doc which case study (at least one is required) from the CITI training would be appropriate for your area of research, whether one or both optional modules should be completed, and your expectations for how he/she will demonstrate his/her mastery of the material covered.

CITI Collaborative Institutional Training Initiative

Learner Group:
__Physical Science Responsible Conduct of Research Course
__Social and Behavioral Responsible Conduct of Research Course
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Required Modules:
__Introduction to the Responsible Conduct of Research
__Research Misconduct
__Data Acquisition, Management, Sharing and Ownership
__Publication Practices and Responsible Authorship
__Mentor and Trainee Responsibilities
__Collaborative Research

Optional Modules:
__Peer Review
__Conflicts of Interest and Commitment

Elective Modules completed [describe below]

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If you are using additional materials to train your student in the RCR topics that may or may not be covered in the on-line modules, please briefly describe what materials you're using and for what specific topics. This information will be helpful for us to share with future faculty mentors in your discipline.

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After training, please submit one copy of your student's or postdoc's CITI Completion Report, along with this signed form, to Sponsored Programs. **All faculty members who are supervising undergraduates and/or postdoctoral researchers as part of their NSF-funded project must also complete and submit a completion report and this form.** Existing and future grant funding to the College may be jeopardized by any exceptions. If you have any questions about this process, please contact Michelle at 610-690-5705 or mcrouch1@swarthmore.edu.

_____   _____
Faculty Mentor's Name (please print)   Student's/Post-doc's Name (please print)

_____   _____
Faculty Mentor's Signature & Date   Student's/Post-doc's Signature & Date