

Music Department Responsible Conduct of Research and Scholarship

Each unit at Stony Brook University is required to develop a Responsible Conduct of Research and Scholarship Policy. This document outlines the Department of Music's policy.

Background:

Stony Brook Policy 211 (<https://www.stonybrook.edu/policy/policies.shtml?ID=211>), Responsible Conduct of Research and Scholarship, was developed to ensure the highest ethical standards for the conduct of research and scholarly activities on our campus. This training is now mandatory for faculty and students at the university and certain visitors, and will clarify responsibilities of research and scholarship conduct in the department. The training has as its intention the encouragement of sound ethical principles of research, scholarship, and behavior.

Though the Stony Brook Responsible Conduct of Research and Scholarship policy originated in response to mandates from such funding organizations as the National Science Foundation (NSF) and National Institute of Health (NIH), the university now requires that each academic unit develop its own Complementary Policy for implementing P211, to allow for the most appropriate requirements for the faculty, staff, and students in its unit.

The campus policy requires that each unit include two components in its training: 1) on-line training provided by the online Collaborative Institutional Training Initiative (CITI) and 2) in-person training (IPT). The federal IPT guidance is for eight (8) hours every 4 years, or 2 hours annually.

DESCRIPTION

The educational program in RCRS includes two components:

1. Online training provided by the web-based Collaborative Institutional Training Initiative (CITI); specifically, the course "Responsible Conduct of Research in the Humanities"
2. In-person training (IPT): Requirements for in-person training (IPT) are eight (8) hours every 4 years, or 2 hours annually.

The following members of the Department of Music are required to undergo this training:

Faculty (both components: CITI training and in-person training): faculty will meet in two constituencies (performance faculty/academic faculty) each year for two hours: one hour in the Fall and one hour in the Spring.

Graduate students (both components: CITI training and in-person training): graduate students will fulfill the in-person requirement by taking GRD 500 in their first year. In addition, they are required to take the "Peer Review" and "Mentoring" modules of the CITI training.

Undergraduate Students (one component: in-person training): undergraduate students will fulfill their two hours of annual training in their classes in their first year.

IPT sessions will aim to promote discussion on how to create a climate of ethical conduct of research and scholarly activities, and provide efficient opportunities for training.

Topics include:

- Mentor/mentee responsibilities and relationships
- Collaborative research and publication
- Peer review
- Research misconduct and policies for handling misconduct
- Responsible authorship and publication
- The scholar as a responsible member of society, contemporary ethical issues and the environmental and societal impacts of research in the discipline
- Ethical behavior with regard to students.

RECOMMENDED IPT TRAINING

The department recommends that all faculty and doctoral students view the following IPT training videos located at this link: <https://research.stonybrook.edu/available-grd-500-sessions-person-training#>: “Plagiarism,” “Ownership and Authorship,” “Mentoring,” “Integrity in Scholarship,” and “Responsible Conduct of Research Involving Human Subjects” (the latter only if relevant to the faculty’s or student’s research).

RESEARCH MISCONDUCT Stony Brook Policy 210

(<https://www.stonybrook.edu/policy/policies.shtml?ID=210>) addresses research misconduct, including what constitutes such conduct and how to report it. Faculty and graduate students in the Department of Music are encouraged to familiarize themselves with this policy and to report any possible misconduct to the department’s Research Integrity Officer (RIO).

PROCEDURES AND RESPONSIBILITIES

Each department will have a Research Integrity Officer. This will be the chair’s designee, who will organize the “in-person” faculty workshops. Attendance will be taken and recorded in the Department’s RCR database (with the assistance of the Graduate Program Coordinator). This person will also ensure that all faculty and students (in conjunction with course instructors) comply with the CITI and IPT requirements.

The Department chair will notify faculty and students of CITI and IPT training by email before the start of the Fall semester or, for students or faculty entering mid-year, before the first semester of their engagement at Stony Brook.