College of Engineering and Applied Sciences

Department of Biomedical Engineering Policy on the Responsible Conduct of Research and Scholarship

RCRS CITI and IPT Training Requirements

Cohort	CITI Training Modules	IPT Activities or Courses (all times are per year)
Faculty	CITI Training with appropriate RCR modules for their work: e.g. COI Management, Human Subjects, Vertebrate Animals, Peer Review, Authorship, etc.	Research day – 1.5 hrs Own Hosted Lab Meetings (at least 30 min)
Post-doctoral Fellows	CITI Training with appropriate RCR modules for their work: e.g. COI Management, Human Subjects, Vertebrate Animals, Peer Review, Authorship, etc.	Research day – 1.5 hrs Lab Meetings (at least 30 min)
Research Staff (covers research professor)	CITI Training with appropriate RCR modules for their work: e.g. COI Management, Human Subjects, Vertebrate Animals, Peer Review, Authorship, etc.	Research day – 1.5 hrs Lab Meetings (at least 30 min)
Adjunct Faculty	Ensure training based on host departments requirements; recommended additional CITI Training as appropriate for their work	Research day – 1.5 hrs Lab Meetings (at least 30 min)
Graduate Students	BME 505 requirement, biosafety, chemical safety, radiation safety CITI Training modules are covered in research day/orientation	Orientation - 1.5 hrs Research day - 1.5 hrs
Undergraduate Students	One-time CITI training if working in a lab Summer undergraduate students may come from various funded REU programs on campus; each of these programs have their own training requirements that are considered satisfactory for our requirements.	Recommended: Two hours IPT per year for undergraduate students registered for research or internship credits or working on funded research Eligible to attend research day - 1.5 hrs Lab Meetings (at least 30 min)
Visiting college-level students and visiting scholars (collaborating on research activities with CEAS faculty)	One-time CITI training: RCR-Interdisciplinary *Requirement may be waived pending proof of RCRS training at home institution*	Eligible to attend research day - 1.5 hrs Eligible to attend Lab Meetings with RCR training covered, if timing aligns (at least 30 min)
High School Students Students performing research for more than four weeks	One-time CITI training: RCR-Interdisciplinary Summer high school students may come from various funded programs on campus; each of these programs have their own training requirements that are considered satisfactory for our requirements.	Eligible to attend research day - 1.5 hrs Eligible to attend Lab Meetings with RCR training covered, if timing aligns (at least 30 min)

Procedures

Record keeping

The BME department is committed to keeping records of RCR training in accordance with the Stony Brook University Policy (P211.II.2.E). As highlighted above, RCR training is accomplished via in person training at both our annual Graduate Student Research Day and within individual lab meetings. This provides us with the opportunity to provide general training to the entire BME research personnel and the more specific lab-based training.

The department retains records of the general training at research day via records of the agenda, which includes all topics that are covered in the training and a list of all attendees. Attendees are required to sign in before/after each of the training sessions to verify that they have been trained for the entire two session duration. The digital agenda is retained on the computer of the Graduate Program Director (GPD) and the Graduate Program Coordinator (GPC). The sign-in sheet is converted to a digital attendance sheet by the the GPC and sent/verified by the GPD and/or the Assistant to the Chair (ATC). The computers of the GPC and the ATC are backed-up daily on the departmental server, whereas the GPDs computer is backed-up locally. This redundancy in data storage provides sufficient safety mechanisms in case of unanticipated technology issues.

Lab specific training records are retained by the individual principal investigators and/or their assigned lab personnel. Attendance at lab meetings are also recorded and retained by the individual principal investigators and/or assigned lab personnel. Individual faculty have individual data backup policies but there should be sufficient redundancy in these systems. Lab meeting agendas, but not attendance, are also kept centrally by the BME ATC.

Identifying and notifying faculty, staff, and students of CITI and IPT requirements

In order to satisfy the NIH requirements of 8 hours of RCR training every 4 years (or 2 hours/year), all faculty, staff and students are notified of the training requirements associated with the BME Graduate Student Research Day. This training notification is documented via various email reminders leading up to the event and at faculty meetings leading up to the event. Since all BME research personnel are expected to attend this training, emails to our list servers are sufficient to notify personnel about the training requirements. Emails are sent by the GPC, GPD, ATC and the chair of the department. Planning and emails related to this event normally occur 1-2 months prior to the event, providing sufficient planning time for involved parties. Documentation of our emails are retained in the email accounts of the positions that send out the emails.

Individual labs typically have set times for lab meetings. Notification of these meetings and the agenda of these meetings are the responsibility of the individual principal investigators or their assigned designee. Documentation of these meetings are retained at the level of the individual investigators.

Personnel who miss the training are notified by email that they are required to make-up the training so that they have a total of 8 hours of training every 4 years. Various online resources are made available to these personnel. Once these personnel can document that they have received equivalent training, they are removed from our notification list. This is accomplished by the GPC/ATC (since they retain records of attendance for the general BME training event).