

SOUTH DAKOTA SCHOOL OF MINES AND TECHNOLOGY

Policy Manual

SUBJECT: Training Requirement in Responsible Conduct of Research (RCR)

NUMBER: Policy 9-14 (formerly Policy IX-20)

Revised Date: October 2024

Policy

Hiring Process

All faculty and staff with research expectations in their job descriptions will take Responsible Conduct of Research (RCR) training through the Collaborative Institutional Training Initiative (CITI) as part of their employment onboarding. This requirement will take effect for new employees starting on or after August 22, 2024. Those hired prior to August 22, 2024 also will be required to take training by May 21, 2025. Oversight of the RCR requirement for new employees (faculty or staff) is delegated to the Vice President of Research, or designee.

Participation in Funded Research

Agencies may require that proposals include a plan to provide appropriate training and oversight of RCR for undergraduate, graduate students, postdoctoral researchers, faculty, and other senior personnel who will be supported.

All South Dakota Mines students and personnel who receive support or who cost share wages as part of an externally funded research project are required to receive RCR training through CITI. Included in this requirement are undergraduates, graduate students, postdoctoral researchers, research scientists, grant administrative staff, and faculty of all ranks. It is the responsibility of the institutional principal investigator (PI) to ensure that RCR training and oversight occur for faculty, staff and students involved on their project(s).

An RCR training certificate from CITI must be provided before grant or contract funding is used to pay the employee. Training must be retaken every four (4) years. Oversight of the RCR requirement for hourly or salaried work funded by external research projects is delegated to the Vice President for Research, or designee.

Source: Office of Research Affairs

Revision History: Established: December 2014, Revised: March 2024 to update requirements for training; Revised: October 2024 to update formatting.

BOR Policy or Committee: