This form is to be kept by the PI as documentation for each individual who will be supported by NIH or NSF to conduct research as outlined in the [Responsible Conduct of Research Plan](https://research.illinoisstate.edu/ethics/conduct/rcr_plan/).

**NSF:** All faculty, senior personnel, postdoctoral researchers, undergraduate students and graduate students supported by grants submitted on or after July 31, 2023.

**NIH**: All trainees, this includes all trainees on designated NIH grants.

1. **Trainee Information**

Name:

ULID:

1. **Project Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| RSP Project # | Sponsor | PI | Role | Start Date |
|  | Choose an item. |  |  |  |
|  | Choose an item. |  |  |  |
|  | Choose an item. |  |  |  |
|  | Choose an item. |  |  |  |

1. **Online training**: Requirement fulfilled by successful completion of the Collaborative Institutional Training Initiative (CITI) Responsible Conduct of Research Course within the first 30 days of start of work on the grant. PI’s are also required to complete the CITI RCR Facilitator’s Course within 90 days of the award. *Trainees must provide certificate of completion to PI. PIs must retain copies of all completion reports including their own as part of their research records.*

Online (CITI) RCR Training Completion Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PI’s ONLY: Online (CITI) RCR Facilitators Guide Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Face-to-face training**: In addition to CITI training, at least eight hours of mentoring or individualized discussion of relevant RCR topics listed below is required over the duration of the individual’s participation on the grant. The method of delivery can include attending a seminar, training by the investigator, mutual review of case studies, etc. If the project does not include human or animal subjects, you may indicate N/A for those topics.

|  |  |  |  |
| --- | --- | --- | --- |
| **RCR Instructional Area**  | **Method of delivery & details OR reason training not provided** | **Duration** | **Date training completed and Initials of Person Providing Training** |
|  | *Example: Reviewed ORI case study and discussed* | *30 minutes* | *10/20/23**SKS* |
| Conflict of Interest (personal, financial, professional)/ Conflict of Commitment (time, effort, resources) |  |  |  |
| Human Subjects, Animal Subjects and Safe Laboratory Practices |  |  |  |
| Mentor and Trainee Relationships and Responsibilities |  |  |  |
| Safe Research Environments  |  |  |  |
| Collaborative Research  |  |  |  |
| Peer Review, including Maintaining Confidentiality and Security |  |  |  |
| Data Acquisition and Analysis; Laboratory Tools  |  |  |  |
| Secure/Ethical Data use; Data Confidentiality, Management, Sharing and Ownership  |  |  |  |
| Research Misconduct, including Handling Misconduct |  |  |  |
| Responsible Authorship and Publication |  |  |  |
| Scientist’s Responsibility Toward Society and Environment |  |  |  |
| Other |  |  |  |