

AYS RCR COMPLIANCE

AYS			Notification	Completion	Monitoring/Recording	NOTES
CRIMINAL JUSTICE	Undergraduate	CITI	Undergraduate students enrolling in CRJU 4950: Undergraduate Research Practicum will be made aware of the CITI Online and RCR training components during the required orientation workshop (before classes begin).	Undergraduate students enrolling in CRJU 4950: Undergraduate Research Practicum will be expected to complete the CITI online training during their first month in the course.	Undergraduate students will be required to submit a certificate of completion to the instructor of record in CRJU 4995 as well as to the undergraduate coordinator. Undergraduate coordinator will forward this documentation to the Administrative Assistant of the department, who is charged with maintaining a file holding research certification documents for the department as a whole.	
	Graduate	CITI	Graduate students will be made aware of the CITI Online and RCR training components during the required orientation workshop (before classes begin).	Graduate students will be expected to complete the CITI online training during their first month in the graduate program.	Graduate students will be required to submit a certificate of completion to their graduate coordinator. Graduate coordinators will forward this documentation to the Administrative Assistant of the department, who is charged with maintaining a file holding research certification documents for the department as a whole.	
		5 hour discussion	Graduate students will be made aware of the CITI Online and RCR training components during the required orientation workshop (before classes begin).	Graduate students will complete discussion-based RCR education in the context of their research methods course (CRJU 8610), which is typically offered 1 the first semester of the graduate program. Doctoral students new to the program will complete the discussion-based RCR education in the context of their Graduate Orientation Seminar (CRJU 9030), which will be offered during the first semester of their doctoral program.	Attendance will be monitored and documented by the instructor. The instructor will forward this information to the department's Administrative Assistant.	
	Post-Doctoral	CITI	Post-doctoral students will be made aware of the CITI Online and RCR training components during the required orientation workshop (before classes begin).	Post-doctoral students will be expected to complete the CITI online training during their first month in the graduate program.	Post-doctoral students will be required to submit a certificate of completion to their graduate coordinator. Graduate coordinators will forward this documentation to the Administrative Assistant of the department, who is charged with maintaining a file holding research certification documents for the department as a whole.	
		5 hour discussion	Post-doctoral students will be made aware of the CITI Online and RCR training components during the required orientation workshop (before classes begin).	Doctoral students new to the program will complete the discussion-based RCR education in the context of their Graduate Orientation Seminar (CRJU 9030), which will be offered during the first semester of their doctoral program.	Attendance will be monitored and documented by the instructor. The instructor will forward this information to the department's Administrative Assistant.	
	ECONOMICS	Undergraduate	CITI	Undergraduates will be informed of this requirement during their first meeting with their research supervisor, usually a project PI.	Undergraduates will be required to complete the CITI on-line training within 2-weeks from initial meeting.	Undergraduates will give a copy of their CITI completion report to their research supervisor. The supervisor will turn the report in to the department's Academic Specialist who will keep these records on file.
Graduate		CITI	New graduate students will be told of the requirement by the Program's Director during the graduate student orientation.	Students will be required to complete the training within two semesters of the new student orientation session.	Graduate students will give a copy of their CITI completion report to the program's graduate director. Records of completion will be kept by the department's Academic Specialist who will work with the Graduate Director to insure that all students have satisfied these requirements.	
		5 hour discussion	The discussion-based seminar will be offered once in the fall semester once in the spring semester. The researcher is required to attend one of these seminars within the first or second year of the graduate program.	The RCR education discussion will be offered as a seminar on a single day.	Participation will be monitored by taking attendance at the seminar. The applicable Department Graduate Program Director will keep all attendance records, which will be maintained by the department's academic specialist.	
Post-Doctoral		CITI	Post-Doctoral Fellows will be made aware of this requirement during their first meeting with the person who arranged and/or approved their visit; most likely a Department Chair, Center Director, or faculty member.	Post-Doctoral Fellows will be required to complete the training within two-weeks from initial meeting.	Post-Doctoral Fellows will give a copy of their CITI completion report to the person listed under Notification , who informed the Fellows of this requirement. This person will give a copy to the department's Academic Specialist who will maintain records.	
		5 hour discussion		The 5-hour RCR education will be presented as a seminar, on a single day, offered once during the fall and spring semester. The researcher is required to attend one of these seminars.	Participation will be monitored by taking attendance at the seminar. The applicable department's Academic Specialist will keep all attendance records.	
Undergraduate	CITI	Undergraduates will be informed of this requirement during their first meeting with their research supervisor, usually a project PI.	Undergraduates will be required to complete the CITI on-line training within 2-weeks from initial meeting.	Undergraduates will give a copy of their CITI completion report to their research supervisor. The supervisor will turn the report in to the department's Academic Specialist who will keep these records on file.		

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PUBLIC MANAGEMENT AND POLICY	Graduate	CITI	New graduate students will be told of the requirement by the Program's Director during the graduate student orientation.	Students will be required to complete the training within 30 days of the new student orientation session.	Graduate students will give a copy of their CITI completion report to the program's graduate director. Records of completion will be kept by the department's Academic Specialist who will work with the Graduate Director to insure that all students have satisfied these requirements.	Now satisfied via course: MPA/MPP - PMAP 8121 and PMAP 8131; PHD- PMAP 9111 and PMAP 9121	
		5 hour discussion	The discussion-based seminar will be offered once in the fall semester once in the spring semester. The researcher is required to attend one of these seminars during the second year of the graduate program.	The RCR education discussion will be offered as a seminar on a single day.	Participation will be monitored by taking attendance at the seminar. The applicable Department Graduate Program Director will keep all attendance records, which will be maintained by the department's academic specialist.		
	Post-Doctoral	CITI	Post-Doctoral Fellows will be made aware of this requirement during their first meeting with the person who arranged and/or approved their visit; most likely a Department Chair, Center Director, or faculty member.	Post-Doctoral Fellows will be required to complete the training within two-weeks from initial meeting.	Post-Doctoral Fellows will give a copy of their CITI completion report to the person listed under Notification , who informed the Fellows of this requirement. This person will give a copy to the department's Academic Specialist who will maintain records.		
		5 hour discussion		The 5-hour RCR education will be presented as a seminar, on a single day, offered once during the fall and spring semester. The researcher is required to attend one of these seminars.	Participation will be monitored by taking attendance at the seminar. The applicable department's Academic Specialist will keep all attendance records.		
	SOCIAL WORK	Undergraduate	CITI	Undergraduate students will be presented with information about the RCR protocol within the mandatory research course, SW 3500 - Research Methods.	If an undergraduate student is conducting research, the supervising faculty member will ensure that the student complete the required CITI training.		Compliance will be kept in the Business Manager's file with the other information on the grant. If it is a non-grant funded project, the information will be collected and retained in the student's academic file.
		Graduate	CITI	MSW students will be presented with information about the RCR protocol in the mandatory summer orientation and required reserach course, SW 7300. Advanced standing graduate students will be presented with information about the RCR protocol in the mandatory summer orientation and in the required summer bridge course, SW 7700 – Community Foundation Integrative Seminar.	All regular MSW students will complete this requirement upon completion of SW 7300 course. Advanced standing students will complete the requirement before the end of the summer semester.		Graduate students will be required to submit certificate of completion to the SW 7300 instructor or SW7700 instructor as appropriate. Faculty supervising students will review documentation that students have completed training. Records will be kept by the Business Manager.
5 hour discussion			MSW students will cover the discussion based portion in SW 7300. Advanced standing graduate students will be presented with information about the RCR protocol in the mandatory summer orientation and in the required summer bridge course, SW 7700 – Community Foundation Integrative Seminar.	All regular MSW students will complete this requirement upon completion of SW 7300 course. Advanced standing students will complete the requirement as part of the SW 7700 summer course.	Attendance will be recorded from each 2.5 hour discussion-based RCR education sessions.		