

English Department RCRS Policy

The Office of the Provost, Office of the Senior Vice President for Health Sciences and Office of the Vice President for Research/Office of Research Compliance require each department at Stony Brook University to develop a policy for Responsible Conduct of Research and Scholarship (RCRS). This is the English Department's policy.

Background:

[Stony Brook Policy 211](#) requires members and certain visitors of the Stony Brook University community to complete educational training on the responsible conduct of research and scholarship in order to equip members with the tools necessary to conduct ethically sound and compliant research and scholarship.

While this campus policy originates in response to National Institute of Health (NIH) and National Science Foundation (NSF) training requirements, it is the opinion of the University that training on responsible conduct of research and scholarship should be more comprehensive. Jointly issued by the Office of the Provost, the Office of the Senior Vice-President for Health Sciences, and the Vice-President for Research, the policy requires each academic unit to develop its own Complementary Policy for implementing P211 to allow for the most appropriate requirements for the faculty, staff and students of that academic unit.

The educational program in RCRS involves two (2) components: on-line training provided by the web-based Collaborative Institutional Training Initiative (CITI) and in-person training (IPT). The federal IPT guidance is for eight (8) hours every 4 years, or 2 hours annually. The policy below outlines who is required to complete these training components, the required frequency of such training, and the general content of the training.

Please note: If a person is receiving external grant support from an agency with a RCRS training requirement, they **MUST** follow the requirements set forth by the agency. It is important for individuals to review the RCRS training policies set forth by the agencies funding their research.

Responsible Conduct of Research and Scholarship Policy in the English Department

[Stony Brook Policy 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. Not only is this training considered mandatory, but it also helps reproduce the institutional conditions that allow our work to be recognized as professional.

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)

CITI training: The web-based Collaborative Institutional Training Initiative (CITI) training is a one-time training that, once completed, is noted on a person’s personnel record on the university’s PeopleSoft system.

IPT: Requirements for in-person training (IPT) are eight (8) hours every 4 years, or 2 hours annually. When possible, the department chair will integrate short IPT sessions into department meetings. In general, IPT sessions will aim to promote discussion, foster a climate of ethical conduct of research and scholarly activities, and provide efficient opportunities for training.

Possible 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

At the discretion of the chair, faculty may also be assigned IPT-eligible online materials at the following links:

<http://research.stonybrook.edu/available-grd-500-sessions-person-training#>

<http://research.stonybrook.edu/other-training-resources>

REQUIREMENTS

The following policies indicate the specific RCRS requirements for members of the English department:

All full-time faculty must complete all CITI modules under “Responsible Conduct of Research in the Humanities.” In addition, faculty should complete 2 hours of IPT training per year. Opportunities for IPT will be provided by the chair in consultation with the executive committee.

Doctoral students must complete the CITI modules on “Peer Review” and “Mentoring,” under “Responsible Conduct of Research in the Humanities.” In addition, EGL 600 will include at least 2 hours of IPT as part of the course curriculum; additional discussion as appropriate is highly encouraged in doctoral seminars.

RECOMMENDED IPT TRAINING

The department recommends that all faculty and doctoral students view the following IPT training videos located at [this link](#): “Plagiarism,” “Ownership and Authorship,” “Mentoring,” “Integrity in Scholarship” and “Responsible Conduct of Research Involving human Subjects.”

RESEARCH MISCONDUCT

[Stony Brook Policy 210](#) addresses research misconduct, including what constitutes such conduct and how to report it. Faculty and graduate students in the English Department are encouraged to familiarize themselves with this policy and to report any possible misconduct. The department chair shall serve as the Research Integrity Officer (RIO) identified in this policy.

RECORD KEEPING

The English Department Chair will serve as RCRS coordinator. That individual will organize faculty workshops and integrate other IPT activities into department meetings. He/she is responsible for taking attendance and recording this information in the Department’s RCR database.

The instructors of EGL 600 will be responsible for insuring that graduate students receive the required RCRS training, and their passing grade in that course will certify that they have met the requirement.

The Department Chair and Graduate Program Coordinator, respectively, will notify faculty and students of CITI and IPT training by Stony Brook University’s email system at the start of their employment or acceptance in the program.