

To: Stony Brook University College of Arts & Sciences
From: Department of Sociology
Regarding: Policy on Responsible Conduct of Research and Scholarship

RCRS, CITI, and IPT Requirements

Faculty and staff involved in research and/or mentoring activities:

- One-time CITI training—RCRS Social Science Module
- IPT training in biannual faculty and staff meetings (a designated faculty will be responsible to organize two faculty/staff meetings where all the facets of the RCRS will be addressed (see below).

Graduate Students engaged in research:

- One-time CITI Training—RCRS Social Science Module
- 3 hours IPT training, to be given in two consecutive years:
 - a) In their first year, Graduate Students take the required *Logic and Practice* (Soc 504), which includes a RCRS module.
 - b) In the second year, Graduate Students, receive a refresher when they take the required *Teaching Practicum* (Soc 692), which also addresses general issues of Ethics.

Undergraduate students involved in faculty supervised research (or as RA research assistants) will also take a CITI Training module. And receive 'In Person Training' from the researcher with whom they work. In addition, faculty will be mentoring/advising them in the course of the research project.

In general discussion of responsible conduct of research will include where appropriate: values, standards and practices; responsible authorship and publication; the treatment of data; conflict of interests; relevant ethical issues including plagiarism; peer review; intellectual property; the role of faculty as student mentors; good supervisory and teaching practices; appropriate professional relationships and resolution of mentoring dilemmas.

The Sociology Department will use a RCRS data base to ensure relevant data are regularly added. The Department Chair will appoint a faculty member to serve as RCRS coordinator to serve for a given academic year. His/her responsibility is to record that people receive their IPT training, have completed their CITI requirements. Graduate students who have completed *Logic and Practice* will meet these requirements with a passing grade in this course.

The Department Chair will notify all constituencies of CITI and IPT training by Stony Brook University's email system at the start of their employment or acceptance in the program.

Last but not least, each of the constituent groups (faculty, graduates, undergraduates, staff) will be asked to confirm that they have read the recently approved departmental "Code of Conduct", which also addresses many issues covered in the RCRS.