

Marymount Manhattan College Policy on Responsible Conduct of Research  
Approved by the Academic Policy Committee on April 3, 2013

Marymount Manhattan College takes seriously its responsibilities with regards to responsible conduct of research. As a small institution just beginning its quest for federal research support, we recognize the importance of establishing guidelines for ethical faculty research and a training process for students involved in funded research. In conformance with federal regulations, we have established the guidelines outlined below.

All faculty will receive our Guidelines for Responsible Conduct of Research. This document offers ethical guidelines concerning research practices and includes a list of resources on this topic.

Given our small size and lack of significant federal research support, we feel the best way to proceed for training of students involved in funded research is to use the existing training modules that are available online and free of charge. We find such training to be informative and comprehensive and passing the course demonstrates a good understanding of Responsible Conduct of Research (RCR).

Undergraduate students involved in funded research (we have neither graduate students nor any postdoctoral fellows) are required to complete an online training module on RCR and to submit their completion certificate to the Office of the Vice President for Academic Affairs prior to beginning their research. Several training modules are available; here is the link and instructions for one such site:

[https://nationalethicscenter.org/index.php?option=com\\_rcrtutorial&view=toc&preview=true](https://nationalethicscenter.org/index.php?option=com_rcrtutorial&view=toc&preview=true)

This site offers a series of tutorials on the "Responsible Conduct of Research" *available at no cost* to groups affiliated with educational or other non-profit institutions. Upon entering this site, click on RCR Modules from CMDITR on the upper right, and work through the drop down menu. You must register as an individual user and your mentor must also register a research group and indicate which modules are required. Once registration is complete, one can work one's way through the training modules. When finished, completion of the modules must be documented. For this particular program, a check appears on the Table of Contents Page for each completed module; this page can then be printed to show completion of the required modules. Other available training modules may offer a Certificate of Completion at the end and if so, this certificate should be printed for submission to the Office of Academic Affairs.

Faculty mentors are responsible both for informing their students of this requirement and for telling the Office of the Vice President for Academic Affairs the names and contact information for all students they wish to engage in their funded research and/or whose funded research they supervise. The Vice President's office will then follow up with those students to make sure they understand their responsibilities in regard to RCR training and that they submit documentation of their training completion in a timely fashion.

The Vice President for Academic Affairs (VPAA) has named Dr. Katie LeBesco, Associate Dean of Faculty, as Research Integrity Officer and Conflicts of Interest Officer. She is well qualified to fulfill this responsibility based on her extensive record of research and the respect

with which the faculty view her. The VPAA also has assigned Mr. Richard Sheldon, Assistant Dean for Academic Administration, to conduct outreach to faculty and students about their responsibilities in this area and to monitor the submission of training certifications.

Marymount Manhattan College  
Guidelines and Resources for Responsible Conduct of Research

Marymount Manhattan College (MMC) expects that all research conducted at MMC or by faculty, staff or students of MMC, will be carried out in an ethical, professional and academically sound manner. Faculty have a particular responsibility to be sure that any student researchers they supervise are familiar with ethical guidelines for research and, if students participate in any funded research, that they complete and pass the required training in this area<sup>1</sup>. MMC researchers should be familiar with ethical principles, especially as they apply to:

Research with human subjects;  
Publication practices and responsible authorship;  
Collaborative research;  
Conflicts of interest;  
Mentor/trainee responsibilities;  
Data management;  
Research misconduct.

Individual disciplines may also have specific ethical guidelines. Faculty should be familiar with any appropriate discipline-specific ethical concerns and follow appropriate guidelines. Below are some additional resources to guide you.

The federal Office of Research Integrity has a wealth of information including an Introduction to Responsible Conduct of Research, Case Studies and resources on each RCR topic at <http://ori.dhhs.gov/>. Likewise, The National Institutes of Health has valuable resources on this topic at <http://grants.nih.gov/training/responsibleconduct.htm> and the National Science Foundation at <http://www.nsf.gov/bfa/dias/policy/rcr.jsp>

Policies from other colleges can be useful; here are a few links:

<http://www.keene.edu/policy/research.pdf>

<http://www.bc.edu/research/oric/rcr.html>

<http://ccnmtl.columbia.edu/projects/rcr/index.html>

[http://ori.hhs.gov/education/products/unh\\_round1/www.unh.edu/rcr/Intro01.htm](http://ori.hhs.gov/education/products/unh_round1/www.unh.edu/rcr/Intro01.htm)

<http://www.provost.pitt.edu/documents/GUIDELINES%20FOR%20ETHICAL%20PRACTICES%20IN%20RESEARCH-FINALrevised2-March%202011.pdf>

A simple Google search on “responsible conduct of research” will yield many, many more resources.

[https://nationalethicscenter.org/index.php?option=com\\_rcrtutorial&view=toc&preview=true](https://nationalethicscenter.org/index.php?option=com_rcrtutorial&view=toc&preview=true)

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<sup>1</sup>Documentation of completion from one of these sites must be submitted to the Office of the Vice President of Academic Affairs by all students participating in funded research prior to beginning any type of research.

modules. When finished, document completion of the modules. For this particular program, a check appears on the Table of Contents Page; print this page showing that you have completed the required modules. Other training sites may offer a Certificate of Completion at the end to document completion.

The Vice President for Academic Affairs has appointed Dean Katie LeBesco as Research Integrity and Conflict of Interest Officer. Questions can be addressed to her.