

## Responsible Conduct of Research for Administrators

The following modules are required for completion of the Administrators RCR course:

- WVU – Introduction to the Responsible Conduct of Research
- Introduction to the Responsible Conduct of Research for Administrators
- RCR for Administrators – Collaborative Research
- RCR for Administrators – Conflicts of Interest
- RCR for Administrators – Responsible Financial Management
- RCR for Administrators – Mentor/Trainee Responsibilities
- RCR for Administrators – Data Management
- RCR for Administrators – Completing the Course
- The CITI RCR Course Completion Page

Each module in this course includes several videos discussing each of these topics, and also includes several optional case studies. We would like to recommend that you complete any optional modules in this course so you can enhance your understanding of the topics being paid attention.

When you begin the course, you will be required to read the **Integrity Assurance Statement**, and then proceed to the **Introduction to the Responsible Conduct of Research** and **Introduction to RCR for Administrators** modules. The introductory modules contain information on WVU policies, professional self-regulation, government regulations, institutional policies, and personal responsibility.

The **RCR for Administrators – Collaborative Research** module contains information such as types of collaborations, collaborative situations, collaborators' expectations, when written agreements should exist, types of agreements, and liability.

The **RCR for Administrators – Conflicts of Interest** module covers such topics as conflicts of interest involving sponsored projects, requirements of the federal government, examples of potential financial conflicts of interest, conflicts of commitment, special considerations, and who may be involved in managing a conflict of interest.

The **RCR for Administrators – Responsible Financial Management** module contains information such as allowable, allocable and reasonable costs, cost-sharing, and cost transfers.

The **RCR for Administrators – Mentor/Trainee Responsibilities** module gives you information about how administrative staff become involved, the background on advisor-trainee relationships, and considerations for administrative staff.

Finally, the **RCR for Administrators – Data Management** module covers such topics as how data is defined, ownership of data, federal policies, institutional policies, access to data, how control of data can be balanced with data sharing, retention of data, and examples of some frequent problems.