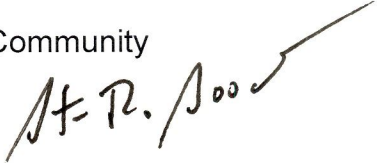


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TO: Upstate Medical University Community

FROM: Steven R. Goodman, Ph.D. 
VP for Research
Dean, College of Graduate Studies

DATE: July 14, 2010

SUBJECT: Mandatory Responsible Conduct of Research (RCR) Education Program

Upstate Medical University is dedicated to ensuring that all research is performed in a responsible and ethical fashion. To that end, it is the policy of Upstate Medical University to require research ethics education for investigators, post doctoral fellows and associates, students and lab technicians.

Currently all researchers, students, staff and research personnel who use human subjects or animals in their research are required to have formal specialized training; and University committees (IRB and CHUA) oversee these types of research studies. It is in this context that Upstate is now implementing an educational requirement for formal training in the Responsible Conduct of Research (RCR) in order to provide comprehensive research ethics education for investigators, post doctoral fellows and associates, students and lab personnel.

This requirement applies to all investigators, graduate and undergraduate students, post doctoral fellows and associates, and laboratory personnel. Individuals solely conducting clinical trials research are not subject to this requirement. It is the responsibility of the principal investigator or lab director (in the event that the research is internally funded or unfunded) to ensure that all individuals working in the lab have completed the RCR program.

To provide easy access to this required training, Upstate Medical University has chosen the Collaborative Institutional Training Initiative (CITI), which is partially funded by the DHHS, Office of Research Integrity.

The Collaborative Institutional Training Initiative (CITI), hosted by the University of Miami, is a suite of web based education programs. The RCR topic areas include: Research Misconduct, Data Management, Conflict of Interest, Collaborative Science, Responsible Authorship, Mentoring, Peer Review, Lab Animals, Human Subjects. There is a brief quiz at the end of each topic area. A score of 80% or higher is required for passing the course. Completion of the program is expected to take about 3-4 hours.

Certification of completion for the RCR program is valid for three years. Re-certification is required for all to remain active in research at Upstate.

Everyone is encouraged to complete the RCR program as soon as possible. **As of September 1, 2010 all required personnel must complete the RCR Program. Successful completion of the RCR program (by all laboratory personnel) is a prerequisite for any grant submission or renewal after this date.**

A link to the CITI registration page is available on the Research Administration web site <http://www.upstate.edu/researchadmin/>