

**Stony Brook University  
College of Arts and Sciences  
Department of Political Science**

**Policy on Responsible Conduct of Research and Scholarship**

**RCRS, CITI, and IPT Requirements**

*Faculty, Postdocs, Researchers, Staff and visitors involved in research and/or mentoring activities:*

- CITI training—RCRS module in Social Science
  - New faculty and staff must complete training in their first year
  - All faculty must complete CITI training every three years
- 2 hours in-person training (IPT) in a workshop (see curriculum below)
  - Faculty must participate in the workshop biannually

*Graduate Students engaged in research:*

- CITI Training—RCRS module in Social Science
  - Students must complete CITI Training in first year and again in their fourth year
- 2 hours IPT training in initial year during the training workshop
  - Students should attend the workshop again in their third year
- Graduate student IPT will cover the same topics as the Faculty Workshop in 2 hours of instruction as part of POL600, which is required of all incoming graduate students.
  - Participation will be documented by course registration.
  - PhD students must participate in the workshop biannually

*Undergraduate and MA students involved in faculty supervised research or as research assistants*

- Students will take a CITI Training module along with mentoring by faculty advisor/mentor.

*In-Person Training Activities*

The IPT Workshop will be held annually for new faculty and PhD students. Faculty and PhD students will be required to participate on a biannual basis. It will be organized by the instructor of the PhD research design seminar and the curriculum will include:

- conflict of interest (personal, professional, financial)
- mentor/mentee responsibilities and relationships
- collaborative research (including collaborations with industry where relevant)
- responsible authorship and publication and peer review
- research/scholarship misconduct and policies for handling misconduct
- the researcher/scholar as a responsible member of society
- data management and analysis.

*Responsibilities/Procedures*

- The department will create an RCRS data base to ensure relevant data are regularly added. The Department Chair will appoint a faculty or staff member to serve as RCRS coordinator to serve for a given academic year.
  - The RCRS coordinator should not be the chair or a program director.

- The instructor of the PhD research design seminar will organize the training workshop. They are responsible for taking attendance and reporting this information to the RCRS coordinator.
- The Director of Undergraduate Studies must inform the RCRS coordinator of all undergraduate students engaging in faculty supervised research or serving as research assistants by the third week of the semester during fall and spring or by the second week of a summer session term.
- The Directors of the MA in Public Policy and MA in Political Science must inform the RCRS coordinator of all graduate students engaging in faculty supervised research or serving as research assistants by the third week of the semester during fall and spring or by the second week of a summer session term.
- The RCRS coordinator will notify faculty and graduate students of CITI and in-person training by Stony Brook University's email system at the start of their employment or acceptance in the program, and then at the start of each academic year. The RCRS coordinator must notify faculty and graduate students when they are due for training.