

Complementary Policy on Responsible Conduct of Research and Scholarship

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

The purpose of this policy is to satisfy the University's requirements for training in the responsible conduct of research and scholarship.

All researchers in the Department of Political Science are subject to the ethics regulations of the University, College, their granting agencies, and professional organizations. Accordingly, the Department expects all members to satisfy these requirements. The Department's policy aims to support researchers in meeting these expectations.

Who is Subject to the Policy

This policy applies to researchers in the Department of Political Science. For this purpose, researchers include faculty, graduate students, postdocs, students, research staff, visitors, and volunteers involved in conducting research and scholarship (the creation of new knowledge or the creation of novel expressions of knowledge in any form).

Students' coursework does not usually count as original research. But master's theses generally do count as research for this purpose. For intermediate cases, the faculty supervising the student will decide if their work counts as research for this purpose.

Members of the department who do not conduct research or scholarship, such as instructors limited to teaching, are not subject to the policy.

Online Training (CITI)

In accordance with the University, researchers must complete a one-time online training provided by Collaborative Institutional Training Initiative (CITI) entitled, "Responsible Conduct of Research in the Social and Behavioral Sciences." Researchers in the Department should complete this training in their first year. Instructions for CITI training can be found [here](#).

In-person Training

The Department will offer at least one in-person training on research ethics each year in the form of a **one-hour workshop or seminar** dealing with topics concerning the ethical conduct of research. The Chair will organize the workshops or choose a faculty member to do so. The workshops will usually be led by a researcher in the field, including faculty or staff from within or outside of the department. Additional workshops may be offered each year depending on need and interest.

To satisfy the University's requirement for in-person training, researchers are expected to attend **one in-person training in their first year** and then a minimum of **one training every four years**. Attendance beyond the requirement is voluntary.

PhD students may satisfy their first-year requirement for in-person training with a relevant course such as POL 600 if the topic of research ethics is covered. Regular department workshops and seminars can also satisfy the requirement when the topic concerns the ethics of research or scholarship. If these courses are not available, the student should participate in the annual in-person training offered through the department.

Researchers (in any category) may also fulfill the requirement with other forms of in-person training as long as they provide a minimum of 1 hour focused on research ethics. These alternatives include: ethics workshops offered by the university, ethics talks or discussions held by researcher groups, a class session focused on research ethics, or a meeting on research ethics held by a faculty member or supervisor. These alternatives may be particularly convenient for undergraduates, master's students, research staff, and volunteers.

Documentation

Records of ethics training will be maintained by the Department Administrator (or another staff member chosen by the Chair). They will record who has completed CITI training and attended in-person training. They will notify new members of the Department of this policy and the need to complete CITI training and in-person training in their first year if they are conducting research. They will also notify researchers who need to satisfy either the Online Training or In-person Training requirement.

Researchers who supervise students in research will notify the students of the Department policy and notify the Administrator so they can keep records of the student's training.

Resources

Here are the ethics policies of the [University](#) and the [College of Arts and Sciences](#).

Please contact the Office of Research Compliance with any questions about CITI training by email at ORC_OVPR@stonybrook.edu or phone at 631-632-9036.

Policy Revision History

- 9/29/2020 – Original RCRS policy unanimously approved and adopted by the voting department faculty.
- 5/6/2026 – Updated policy unanimously approved by the voting department faculty.
- 7/16/2026 – Proposed revisions by the College of Arts and Sciences and Office of Research Compliance.
- 8/14/2026 – Revisions unanimously approved by the voting department faculty.