

Last Update: August 30, 2026

Background

At Stony Brook University, there are policies issued under the authority of the Office for Research and Innovation and Office of the Vice President for Research, that require members and certain visitors of the Stony Brook University community to complete educational training on the responsible conduct of research and scholarship in order to equip members with the tools necessary to conduct ethically sound and compliant research and scholarship.

While this campus policy originates in response to National Institute of Health (NIH) and National Science Foundation (NSF) training requirements, it is the opinion of the University that training on responsible conduct of research and scholarship should be more comprehensive. Issued by the Office of the Vice President for Research and Innovation (OVPR), Stony Brook requires each academic unit to develop its own Complementary Policy for implementing Responsible Conduct of Research Training (RCR) to allow for the most appropriate requirements for the faculty, staff and students of that academic unit.

An RCR educational program involves two components: on-line training provided by the web-based Collaborative Institutional Training Initiative (CITI), and in-person training (IPT). The federal IPT guidance is for eight (8) hours every 4 years, or 2 hours annually. The policy below outlines who in the School of Health Professions is required to complete these training components, the required frequency of such training, and the general content of the training.

Please note: If a person is receiving external grant support from an agency with a RCR training requirement, they **MUST** follow the requirements set forth by the agency. For example, both NIH and NSF have training requirements for whom they consider “trainees”. It is important for individuals to review the RCRS training policies set forth by the agencies funding their research

Stony Brook Policy: Responsible Conduct of Research and Scholarship

<https://www.stonybrook.edu/research-compliance-new/responsible-conduct.html> and <https://www.stonybrook.edu/policy/policies/responsible-conduct-of-research-and-scholarship-policy.html>

The policy was developed to ensure the highest ethical standards for the conduct of research and scholarly activities on our campus. The School of Health Professions will ensure that our community follows this policy. All members* of the School of Health Professions community who participate in research and/or scholarly activity will be required to complete a one-time only online course in the Responsible Conduct of Research on the CITI web site and participate each year in in-person training in the RCRS.

Please note: If a person is receiving external grant support from an agency with a RCRS training requirement – they must follow the guidelines set forth by the agency. For example, the National Institutes of Health (NIH) have a policy on RCRS training for any grant recipient and their laboratory members.

*All faculty, staff, students, postdoctoral fellows, and School of Health Profession visitors who engage in any research or scholarship. Exemptions to this training can be requested by departmental chairs. However, once the exemption is approved, the individual cannot engage in any research or scholarship and cannot have their name attached to any publications or presentations. If an exempt person does participate in research or scholarly activity – they will be in violation of Stony Brook University Policy for the Responsible Conduct of Research and Scholarship.

The educational program in RCRS involves 2 components: on-line training provided by the web-based Collaborative Institutional Training Initiative (CITI) and in-person training (IPT). The policy below outlines who in the School of Health Professions is required to consider “trainees”. It is important for individuals to review the RCRS training policies set forth by the agencies funding their research.

School of Health Professions training requirements

One time completion of the on-line CITI training module titled “Biomedical Research, Responsible Conduct of Research” OR “Social & Behavioral Sciences Responsible Conduct of Research” in the RCR” is expected of all students, faculty, and visiting professors. (See Appendix A). More detailed expectations are outlined below. IPT. Topics to be covered include:

- conflict of interest - personal, professional, and financial
- mentor/mentee responsibilities and relationships
- collaborative research including collaborations with industry
- peer review
- data acquisition and research tools; management, sharing and ownership
- research misconduct and policies for handling misconduct
- responsible authorship and publication
- the scholar as a responsible member of society, contemporary ethical issues and the environmental and societal impacts of research in the discipline
- policies regarding human subjects, live vertebrate animal subjects, and safe laboratory practices.

Undergraduate Students

Department	Research Course(s): the RCR course of the CITI-training is required in one of the courses listed in each of the programs below
Clinical Laboratory Sciences	HAD 351: Research Literacy and Design
Health Science	HAN 251: Research Methods in Health Science
Respiratory Care	HAS 351: Research Literacy/Research Design HAS 490: Research Tutorial HAT 335: Medical Ethics

Graduate Students

Department	Research Course(s): the RCR course of the CITI-training is required in one of the courses listed in each of the programs below
Applied Health Informatics	HHA 506: Research Design and Methodology for Health Informatics (3 credits)
Athletic Training	HAL 565: Research Design (2 credits) HAL 570: Research Methods (2 credits) HAL 572: Critical Appraisal (1 credit)
Physician Assistant	HAP 551: Research Design Evidence-Based Medicine (3 credits) HAP 545: Ethics and Health Care (3 credits)
Speech-Language Pathology	HHS 551: Research Methods and Resources in Communication Sciences and Disorders (2 credits)

Doctoral Students

Program Title	Research Course(s)
Doctor of Occupational Therapy (OTD)	HAO 651 (2cr) Introduction to Research Approaches & Designs
Doctor of Physical Therapy (DPT)	HAY 552: Research Methods for Physical Therapists (3 credits); HAY 558: Evidence-Based Practice (2 credits); HAY 545: Ethics and Healthcare for Physical Therapists (2 credits)

For additional guidance on this policy please contact the Dean of the School of Health Professions for the School of Health Professions - Stacy Jaffee Gropack
(stacy.jaffee@stonybrook.edu)

Appendix A: Accessing CITI on-line training

A. How to log into CITI

- a. Go to <https://www.citiprogram.org>
- b. On the upper right side of the screen, click “Log In”
- c. Directly below the CITI Program logo, click “Log In Through My Institution”
- d. Find and click on “SUNY - University at Stony Brook”
- e. Enter your Stony Brook NetID and Password

B. How to find required CITI course

- a. The main menu on the page will have a top bar that says “SUNY – University at Stony Brook Courses. ” Click on this blue bar.
- b. Under the heading of “My Learner Tools” the first option is “Add a Course. ” Click on this option.
- c. The next page will have several options on the menu. Click on the first box, next to the words “I want to complete an RCR Course at this time. ” Do not be concerned by the note that states that the course does not satisfy SBU Human Subjects training requirements.
- d. Click “Next” on the bottom of the web page
- e. Click on the “Basic course” button. Then click “Next” on the bottom of the page.
- f. You will reach a page that tells you to choose the course mostly related to your discipline.
- g. Click on the box next to the 1st option on the list: “Biomedical Sciences Course” OR “Social and Behavioral Science” in the RCR” . Then click “Next” at the bottom of the page.

C. How to find and download your completion certificate for CITI training program

- a. Once you have logged in to the CITI program website (see instructions in Part A) look for the menu bar across the top of the web page. Click on “My Reports”
- b. You will see a list of the courses you have completed. Look for the heading “Responsible Conduct of Research in the (Biomedical Sciences OR Social and Behavioral Sciences”. ”
- c. Once you have identified the course, look to the right side of the screen.
- d. Under the column labelled “Completion Report, ” click on “View/Print” . There will be a download button on the top right of the screen (next to the icon of a printer). Download this PDF document and save it in your records.
- e. If you are a student, upload your PDF document to the corresponding assignment as per your course instruction.
- f. For all others, using your stonybrook.edu email address, e-mail the PDF of the completion report to the Dean of the School of Health Professions for the School of Health Professions - Stacy Jaffee Gropack (stacy.jaffee@stonybrook.edu).