Frequently Asked Questions

What are the RCRS requirements for graduate students?

Beginning Fall 2011, the Graduate School is requiring RCRS training for all matriculating PhD students and master's students enrolled programs that required thesis research. As of January 4, 2010, the National Science Foundation requires RCR training for all undergraduate students, graduate students, and postdoctoral fellows funded by its grants. Section 7009 of the America COMPETES Act requires that "each institution that applies for financial assistance from the Foundation for science and engineering research or education describe in its grant proposal a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project."

As of January 25, 2010, the National Institutes of Health requires that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive instruction in responsible conduct of research." The grant mechanisms affected are listed at http://grants.nih.gov/grants/guide/notice-files/not-od-10-019.html."

Graduate Program Directors in all other programs are encouraged to require RCRS training for their students regardless of funding source

Will I need to take the RCRS course prior to submitting a proposal to the IRB?

No, the IRB accepts applications as long as the CITI program for investigators working with human subjects has been completed and your record is on file in ORS. You can confirm your CITI training date by looking at your profile in the CAP system.

Can I graduate without completing the RCRS program?

Graduate students engaged in any research activity that requires RCR training (i.e. NSF or NIH sponsored research) must complete the program before they graduate. In addition, all matriculating PhD students and master's students enrolled in programs that require a thesis, beginning Fall 2011, will be required to complete the RCRS program before they graduate.

What if I have already started my research activity, do I still need to enroll in the RCRS course?

If you have initiated a research activity that does not require RCRS training program then the RCRS policy does not apply.

Where is the RCRS course held?

The RCRS courses are held on the Lake Shore Campus; each time the course is offered the exact location may change.

Will I get a certificate for completing the RCRS course?

Yes, you can access a printable version of the certificate using the CAP system. The certificates are usually available shortly after the semester ends. Visit the CAP online system for information on how to access your profile and check your RCRS training status. To access your certificate and make sure your completion date is on file with ORS, please check your profile in the CAP system. If you notice any problems with the date or your profile, please contact Andrew Ellis (aellis5@luc.edu) for assistance.

Does the RCRS course show up on my transcript?

If you register for the course (UNIV 370) using the LOCUS program, then you will have the RCRS course listed on your transcript. All students should be sure they are properly registered before the start of the course.

Why can't I register through LOCUS?

There are a few common reasons people have difficulty registering for the course:

If you are a student and searching for the course, please make sure you are not limiting your search to either graduate or undergraduate level courses. The RCRS course is open to students of all levels. When searching for the class, make sure that the "Course Career" field is blank and you have selected the proper semester.

If you are a faculty or staff member, it is likely your profile is not set up to allow you to take classes. You can contact the Registrar's office to have this function activated in LOCUS if you want the course to appear on your official transcript. If you do not need the course on your transcript, then you can register directly with Andrew Ellis. Send Andrew an email with your name and indicate which class you want to enroll in. About a week before the scheduled class you should receive a confirmation email indicating you are enrolled and have access to the Blackboard group.

I'm a faculty member, not a student, how do I register for the RCRS course?

To register, please email Andrew Ellis (aellis5@luc.edu) with your full name and the dates of the session. Andrew will add your name to the list and give you access to the RCRS site in the Blackboard system. However, you will not have a record of this class on your transcript. Don't worry; ORS will keep a record of your attendance and final exam on file. You will also be issued a certificate of completion as evidence that you finished the required course.

Who teaches the RCRS course?

The course is taught by a team of instructors that varies each time the program is offered. In most cases, the instructors are LUC faculty members from different departments around the campus.

Do undergraduate students need to take the course?

If an undergraduate is engaged in NSF or NIH-related research, then they need to take the RCRS course.

What if I cannot fit the RCRS course into my schedule before my research study begins?

Then you need to register for one of the upcoming courses. The RCRS Policy gives researchers flexibility to take the course at some point (preferably early) in their program. As long as you are registered, you can begin your formal research.

Can I substitute another "ethics" class for the UNIV 370 course?

The ORS will consider accepting another course in place of the UNIV 370 course to satisfy the RCRS training requirement. If you have taken a course that addresses research ethics, please review the list of topics covered by the UNIV 370 course (below) to ensure all RCRS topics are included. Contact Andrew Ellis in the Office of Research Services (aellis5@luc.edu) with the course description and syllabus from the class you completed. ORS will determine if you then need to attend the RCRS course or if you have shown adequate training.

RCRS Required Topics:

1. Introduction to the Responsible Conduct of Research and Scholarship
2. Overview of Ethics in Research
3. Data
   a. Acquisition
   b. Management
   c. Sharing
   d. Ownership
4. Conflict of Interest and Commitment
5. Research Misconduct
6. Publication Practices and Responsible Authorship
   a. Standards for Academic Publications
   b. Academic integrity policy, see graduate school
7. Introduction to Ethics in "Teaching"
8. Responsibilities
   a. Mentor (Teacher)
   b. Trainee (Student)
9. Peer Review
10. Collaborative Science
11. Research with Human Subjects
12. Animal Welfare
    a. In Educational Settings
    b. In Research
13. Dealing with Questionable Practices
    a. Address Problems
    b. Report Concerns