



School of Journalism

Stony Brook University
School of Journalism
School Policy for P211: Responsible Conduct of
Research and Scholarship (RCRS)

Introduction

Journalism, by its public nature, its sensitivity to the uses and abuses of sources, the imperative to avoid the perils of propaganda and fake news, grounds its teaching, scholarship, research and creative activity in aggressively adhering to ethical norms. As a baseline, all faculty and students are expected to abide by the Society of Professional Journalists' Code of Ethical Conduct (spj.org) and the ethical standards and practices of the country's most respected news organizations.

Background

Stony Brook University policy P211 requires 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. Jointly issued by the Office of the Provost, the Office of the Senior Vice-President for Health Sciences, and the Vice-President for Research, the policy requires each academic unit to develop its own Complementary Policy for implementing P211 to allow for the most appropriate requirements for the faculty, staff and students of that academic unit.

The educational program in RCRS involves two (2) 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 Social Journalism 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 RCRS 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.



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School of Journalism training requirements:

One-time completion of the on-line CITI training module titled “Responsible Conduct of Research” - “Social and Behavioral Sciences” is expected of all students and faculty engaged in scholarship and research.

Students

Undergraduates:

Undergraduate students engaged in research or scholarship will complete the CITI training modules independently. If research or scholarly activities are conducted as part of a class, that class will include the CITI training modules as part of its curriculum. The training will be done by the end of the first 4 weeks in class. It will not be graded, but students will not be able to pass the course without having completed the online training.

Master’s students:

Master of Journalism students engaged in research or scholarship will complete the CITI training as part of their appropriate course work. The training will be done by the end of the first 4 weeks in class. It will not be graded, but students will not be able to pass the course without having completed the online training.

Any master’s students involved in research will be required to also have 2 hours of IPT annually. First year master’s students will have this training as part of their course work. Second year students may participate in the annual IPT provided to the faculty.

Faculty

Full and part-time faculty

In addition to the one-time CITI training, full and part-time faculty engaged in research or scholarship are expected to take part in 2 hours of IPT annually. A workshop will be offered annually by the School of Journalism to its faculty to fulfill this 2-hour in person training requirement. A record of IPT participation will be kept in the office of the Dean.

Adjunct Faculty

Adjunct faculty members are engaged in teaching at the School and are not typically involved in research or scholarship. Thus, adjunct faculty members are required only to complete the online CITI training if their activities involve research or scholarship. They are not required to take part in IPT. Adjunct faculty members should submit their completion reports to the office of the Dean.



Appendix A: Instructions for accessing the CITI on-line training

A. How to log onto the CITI Program to complete the on-line training

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

B. How to find the required CITI course

1. The main menu on the page will have a top bar that says “SUNY – University at Stony Brook Courses.” Click on this blue bar.
2. Under the heading of “My Learner Tools” the first option is “Add a Course.” Click on this option.
3. 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.
4. Click “Next” on the bottom of the web page
5. Click on the “Basic course” button. Then click “Next” on the bottom of the page.
6. You will reach a page that tells you to choose the course mostly related to your discipline.
7. Click on the box next to the 2nd option on the list: “The Social and Behavioral Sciences Course in the RCR”. Then click “Next” at the bottom of the page.

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

1. 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”
2. You will see a list of the courses you have completed. Look for the heading “Responsible Conduct of Research in the Social and Behavioral Sciences.”
3. Once you have identified the course, look to the right side of the screen.
4. 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.
5. If you are a student, upload your PDF document to the corresponding assignment on your course’s Blackboard page.
6. For all others, using your stonybrook.edu email address, e-mail the PDF of the completion report to the appropriate administrator as specified in the policy.

Congratulations!



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You have completed the Collaborative Institutional Training Initiative (CITI program) training on Responsible Conduct of Research (RCR)