

# Hunter College Office of Research Administration Information Alert

MARCH 2013  
ALERT # 17

## RESPONSIBLE CONDUCT OF RESEARCH REQUIREMENTS REMINDER

It is hard to believe that it has been seven (7) months since the Conflict of Interest (COI) and Responsible Conduct of Research (RCR) training requirement went into effect. Evidence of these requirements is **needed at the time the proposal is submitted**. This applies to all new, renewal, continuation or resubmission proposals. To ensure that there are no delays, these requirements must be addressed in a timely manner, as we can no longer submit proposals or activate grants without evidence of these certifications and completed disclose forms. Details about these requirements are listed below:

### CONFLICT OF INTEREST (COI)

The COI training requirement applies to Investigators -- project director or principal investigator or any other person regardless of title or position who is responsible for the design, conduct or reporting of the project engaged in funded research. Remember non-CUNY consultants, collaborators and sub awardees are also required to complete this training. Information on how to complete the Conflict of Interest (COI) CITI training can be found on our website at <http://research.hunter.cuny.edu/citi%20conflict%20of%20interest.pdf>. Additionally, individuals **must** also complete either the CUNY Significant Financial Conflict of Interest Disclosure Form for PHS Funded Research or the CUNY Significant Financial Conflict of Interest Disclosure Form for Research NOT Funded by the Public Health Services for each proposal. These forms can be found on our website at [http://research.hunter.cuny.edu/research\\_compliance.htm](http://research.hunter.cuny.edu/research_compliance.htm).

### RESPONSIBLE CONDUCT OF RESEARCH (RCR)

The RCR training requirement applies to CUNY – Faculty, Staff, Post Docs, Pre-doctoral Students, Graduate Students and Undergraduate Students. Information on how to complete the Responsible Conduct of Research (RCR) CITI training can be found on our website at <http://research.hunter.cuny.edu/citi%20responsible%20conduct%20of%20research.pdf>.

Individuals can complete these trainings on their own or come to a lab for dedicated time and assistance by the Office of Research Administration. The remaining dates for our training in the spring semester are March 25, April 26 and May 6. More details about these training sessions can be found on our flyer at <http://research.hunter.cuny.edu/CITI%20.pdf>. For additional information or questions about the Conflict of Interest (COI) and Responsible Conduct of Research (RCR) training requirements, please contact Carolyn Julien at [cjulien@hunter.cuny.edu](mailto:cjulien@hunter.cuny.edu) or (212) 772-4020. Copies of the certificates and disclosure forms should be sent to Krystal Santiago to [Ksa0003@hunter.cuny.edu](mailto:Ksa0003@hunter.cuny.edu) or inter-college mail Room E 1449 in the Office of Research Administration.

**ALERT**

#### WHY THIS ALERT?

This publication has been created to serve the purpose of informing researchers of new information, trends and concerns as they occur.



### Remember

The CUNY Significant Financial Conflict of Interest Disclosure Form **must be completed for each proposal** whether or not there is a conflict of interest.