Responsible Conduct of Research Course: Spring 2023

For Postdoctoral, Medical Research Fellows, and Faculty

I. Course Overview

1. Who should take this course?

> The Responsible Conduct of Research course is designed to satisfy ethics training requirements of federal agencies such as the NIH, NSF, and DOD, specifically for Postdocs, Medical Research Fellows, and Early Career Researchers.

2. What does this course look like?

- Sessions will include short presentations by faculty and presentation and discussion of topic-specific cases.
- Readings, case study submission, and communications about the course will be available and through Canvas. https://canvas.emory.edu/

3. When is the in-person course?

- Tuesdays: January 10, January 31, February 7, February 14, and March 14
- 2:45pm to 4:55pm, two sessions with a short break in between
- All sessions will be in-person.
- You must <u>attend all sessions</u> to receive credit.

4. What should I gain by the end of this course?

- Knowledge of the national and university principles, laws and policies that guide the ethical conduct of research
- Increased awareness in application of ethical principles and policies in present and future research efforts and resolution of ethical problems through discussions of these principles with expert and experienced faculty.
- To encourage the use of ethical guiding principles in planning future careers.
- To facilitate a deeper understanding of the broad complexity of ethical problems.

5. Who can I email when I have a question?

- Course content: Aryeh Stein, PhD, Rollins School of Public Health, aryeh.stein@emory.edu; Lou Ann Brown, PhD, Office of Postdoctoral Education, lbrow03@emory.edu
- Course materials / Canvas technical issues: Shazneen Damani (Teaching Assistant): Shazneen.damani@emory.edu
- Registration: Brian Ciliax, Director of Data Services, Office of Postdoctoral Education, bciliax@emory.edu
- Course certificates: Beverly Medley, Senior Program Coordinator, Office of Postdoctoral Education, beverly.medley@emory.edu
- IT/Canvas: Canvas support 24/7 by phone at 844-765-2516 or by Live Chat
- IT/Zoom: https://it.emory.edu/office365/ZOOM.html

II. Course Map

In-person sessions will be in: <u>Emory School of Medicine Building, Room 190</u>

Date	Topic and Facilitator	Time
January 10	**Course Overview and Peer Review** *Aryeh Stein*	2:45 – 3:40pm
	Lab Data Management *Lou Ann Brown*	3:50 – 4:55pm
January 31	**Safe Environments** *Joanne McGriff*	2:45- 3:40pm
	Data Science and Data Sharing *Lance Waller*	3:50– 4:55pm
February 7	**Team Science** *Carmen Marsit*	2:45 – 3:40pm
	Authorship *Judy Fridovich-Keil*	3:50 – 4:55pm
February 14	**Mentorship** *Larry Boise*	2:45-3:40pm
	Use of Animal Subjects in Research *Denise Levesque & Yoland Smith*	3:50-4:55pm
March 14	**Conflict of Interest & Conflict of Commitment** *Nicole Tannebaum*	2:45-3:40pm
	Scientific Misconduct *Michael Kuhar*	3:50-4:55pm
	Final Course Review Due	

<u>Canvas: Background Information Documents on Each Topic</u>

1. Introduction to the topic and importance in research
2. Historical perspective of the importance of the topic
3. Relevant national and Emory University Guidelines and Policies
4. Example Case Studies with guide questions on the topic that can be used as examples to construct a case study for assignment submission. The examples of real or created scenarios illustrate the ethical principles involved in each topic.
5. Links to additional literature and resources on the topic

IIIa. Assignments: Overview and deadlines

Please submit directly to Canvas under the corresponding Assignment. All assignments are due by 11:59pm on the date listed.

For Postdocs and Fellows: Case Studies and Final Course Review

Due Dates	Assignment
January 03	Case Study: *Peer Review* OR *Lab data management*
January 24	Case Study: *Safe Environments* OR *Ethics in data*
January 31	Case Study: *Collaborations and Team Science* OR Authorship

February 7	Case study: *Mentorship OR Animals in Research*
March 17	Case study: Conflicts of Interest & Commitment OR Science Misconduct
May 25	Final Course Review

For Faculty: Teaching/Mentoring Reports & Final Course Review

Due Dates	*Assignment*
May 10	Report of two required mentoring/teaching sessions on (1) *Authorship* AND (2) *Mentorship*
May 25	Final Course Review

IIIb. Assignments: Description

Postdocs and Medical Fellows
1. Read the Background Information documents prior to class
2. Submit a Case for one of the topics to be discussed in each session.
   a. Write a Case /Scenario (approximately 250 words – ½ page single space) of an ethical problem you have personally experienced, know of in other labs, or can imagine, that illustrates some of the principles in the Background Information document.
   b. At the end of your case, write three questions that could be used in class discussions of the principle(s) illustrated in your case and could lead to recommendations for action or solutions to the problem(s) in the case study.
   c. The case study is to be submitted as an upload to Canvas one week before the classroom discussions (see due dates above). Selected case studies (deidentified with respect to author and any other relevant details) will be used in class discussions.
3. Complete the multiple-choice course review questions (will be available after last session)

Faculty-rank Registrants
1. Read the Background Information documents prior to class
2. Conduct two (one-hour each) discussions on
   a. Responsible Authorship and Review
   b. Data Ownership and Management with graduate student(s) or Postdoc(s) using case studies and/or policies.
   c. A summary of the two mentoring/teaching sessions (~200 words each) is to be signed by the faculty person and trainee(s) and submitted by the end of the course to Canvas.
3. Complete the multiple-choice course review questions (will be available after last session)

IV. Administrative policies
Will I receive documentation of successful completion of the course? To receive a certificate and verification from the Office of the Postdoctoral Education that the Ethics course was taken and completed as required by NIH, you are required to
   1) Submit all required assignments
   2) Attend ALL discussion sessions
   3) Submit the completed Final Course Review.

The Office of Postdoctoral Education will provide a description of the course that can be used in fellowship and grant applications.

What if I need to miss a class? If extraordinary circumstances preclude attending a session, please contact Aryeh Stein (Aryeh.stein@emory.edu) to develop a substitute for the missed session. <u>Typically, you will be expected to make up the session in a subsequent offering of the course.</u>

V. Acknowledgements

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