



DUKE
THE GRADUATE SCHOOL

Responsible Conduct of Research (RCR)

Request for RCR Credit for a Workshop or Event

Who can develop RCR training events?

Faculty members, librarians, center directors or other appropriate personnel at Duke can propose an RCR event. Approved events will appear on students' transcripts as a GS course. The request for credit, facilitation of events and reporting of PhD student attendance all have to be done by the faculty or staff whose signature(s) appear on the following proposal pages. Graduate students are welcome to participate as active collaborators in this process, but there must be faculty/staff oversight & responsibility for each step.

How to request credit for RCR training events:

Email this form and any supporting materials via email at least two weeks before the event to:

Dr. Hugh Crumley, Assistant Dean for Academic Affairs
Duke University Graduate School
grad-rcr@duke.edu

Supporting materials can include:

- outline of any presentations
- basic biographical information for any featured speakers
- resources that may be used (case studies, web resources, slide decks, etc.)

After approval:

We strongly recommend that you use a pre-event registration process to collect participants' NetIDs and can provide a Qualtrics template for this purpose. Please let the Graduate School know if you'd like your event listed on the Graduate School RCR page. Note that this may increase your attendance significantly; please discuss this option with the Graduate School if you are not sure.

After the RCR training event:

Please submit the following to grad-rcr@duke.edu:

- An Excel spreadsheet based on the Graduate School RCR Credit Template. Note this requires the Duke NetIDs of each participant.
- Electronic (.pdf) copies of any handouts, materials, or resources used.
- Any evaluation forms provided to graduate students or a summary of responses from any evaluation mechanisms.

Please allow 2-4 weeks for the Graduate School and Office of the University Registrar to process and award transcript credit.

Proposal for RCR Training Credit

Event title, date, time, location:

Event description, including summary, speaker(s) names & affiliations:

Registration link (if you'd like the Graduate School to advertise):

Primary RCR Topic(s):

Academic Integrity & Misconduct

Topics including or related to: falsification/fabrication/plagiarism, scholarly communications, copyright, intellectual property, standards of conduct, authorship, open access

Diversity and Inclusion in a Research Environment

Topics including or related to: implicit bias; harassment prevention and handling complaints; issues of institutional equity; issues of race, gender and protected status

Mentoring & Wellness

Topics including or related to: mentor/advisee responsibilities, conflict of interest or commitment, navigating professional relationships, campus mental health resources, stress management

Best Practices in Responsible Scholarship

Topics including or related to: discipline-specific rcr issues, project management, citation management, human subjects, irb, animal subjects, data management, collaborative research, university-industry guidelines, inventions, patents, and technology transfer, fiscal responsibility, research costing compliance

Audience level(s)

Master's students

PhD students early in graduate career (pre-prelim)

PhD students late in graduate career (post-prelim)

(ALL)

Audience discipline(s)

Biomedical Sciences

Engineering

Humanities

Natural Sciences

Social Sciences

(ALL)

Learning objective(s). By the end of this event, students will be able to:

Evaluation. Describe evaluation of student learning outcomes and/or participant satisfaction.

Requested by (name, title of sponsoring faculty or staff)

Department, program or unit

Signature & date

Graduate School Approval & Notes

