




University of Southern California
USC Viterbi School of Engineering

Viterbi Business Affairs Office
OHE 310

(213) 740-6230
Fax: (213) 740-3565

CAMPUS MEMO

TO: VSoE Faculty and Research Administrators
FROM: Nichole Phillips 
Director of Research Administration
DATE: June 27, 2011
SUBJECT: Training in Responsible Conduct of Research (RCR) for all GRAs

In December 2009, Randy Hall, USC Vice Provost for Research, issued a memo regarding Responsible Conduct of Research (RCR) training to all faculty and students (undergraduate, graduate and postdoctoral) supported on National Science Foundation (NSF) grants. In summer 2010, VSoE implemented the enforcement of the training policy.

Based on the ease of the training and the benefits to the students, beginning with the Fall 2011 semester VSoE will require RCR training for all GRAs working on research regardless of the funding source. Most students reported the training was quick, simple and found it useful.

The website (<http://viterbi.usc.edu/fas>) created by VSoE in Spring 2010 is still active and allows you to search the USC listing of those who have completed the course. The Viterbi Business Affairs Office (VBA) requires that you check the website to ensure compliance prior to sending over payroll instructions for students. Please note when a student is not in RCR training compliance they will not be eligible to work on sponsored research in VSoE.

If you find that your student is not on the list please direct them to the following website where they can find the instructions for registering and completing the on-line course.
http://www.usc.edu/research/about/policies/responsible_conduct_of_research_rcr/

Note that this additional roll-out only applies to the GRAs and therefore PhD students, however, Postdocs, MS and Undergraduate students working on NSF projects will need to still take the RCR training per NSF policy. However, I do encourage you to have all your students take the course for their benefit. If a student previously completed the course they are fine and do not have to retake it.

If you have questions or need assistance please contact Nichole Phillips at 213-740-3237 or via email at nicholep@usc.edu.