UO Researchers: Onboarding Guidance

This document provides an overview of the requirements and recommendations for preparing to conduct and manage research at the University of Oregon (UO). It focuses specifically on research-related onboarding processes and does not encompass the entirety of UO's onboarding procedures.

Document Structure: 1) guidance for all UO researchers, 2) additional [guidance for externally funded researchers](#_Externally_Funded_Researcher), 3) links to [other resources](#_Other_Resources)

# **All UO Researchers**

## **Collaborative Institutional Training Initiative (CITI) Program**

Many of the trainings mentioned below are completed in the CITI Program (CITI). Here are [instructions](https://research.uoregon.edu/plan/training-opportunities/citi-sso) for accessing [CITI](https://about.citiprogram.org/en/homepage/) through the University of Oregon’s (UO) [Single Sign On](https://www.citiprogram.org/Shibboleth.sso/Login?target=https%3A%2F%2Fwww.citiprogram.org%2FSecure%2FWelcome.cfm%3finst%3d831&entityID=https%3A%2F%2Fshibboleth.uoregon.edu%2Fidp%2Fshibboleth) (SSO) using your Duck ID. CITI provides [a guide and brief video](https://support.citiprogram.org/s/article/updated-guide-to-getting-started?ui-self-service-components-controller.ArticleTopicList.getTopics=1&r=265&ui-communities-components-aura-components-forceCommunity-seoAssistant.SeoAssistant.getSeoData=1&ui-communities-components-aura-components-forceCommunity-breadcrumbs.Breadcrumbs.getAncestors=1&ui-knowledge-components-aura-actions.KnowledgeArticleVersionCreateDraftFromOnlineAction.createDraftFromOnlineArticle=1&ui-comm-runtime-components-aura-components-siteforce-qb.Quarterback.validateRoute=1&ui-force-components-controllers-recordGlobalValueProvider.RecordGvp.getRecord=1&ui-self-service-components-controller.ArticleView.getArticleHeaderDetail=1) to help you navigate their system.

[ ]  **If you already have a CITI account,** please [affiliate your existing CITI account with the UO](https://research.uoregon.edu/manage/research-integrity-compliance/human-subjects-research/human-subjects-research-frequently-asked-questions-faqs#CITI2) and update your CITI profile to match your UO preferred first name, last name, and email. If you skip this step, the systems will not link your profiles and the institution’s database will not record completion of your trainings.

## **Disclosure of Outside Activities and Interests**

The UO encourages employees to engage in outside activities that advance the mission of the University. When outside activities or interests intersect with your UO responsibilities, you are required to disclose those activities and interests to the University. There are two policies that outline what types of activities and interests UO researchers must disclose to the UO. The [Conflict of Interest, Conflict of Commitment, Outside Activities (COI-COC) policy](https://policies.uoregon.edu/vol-1-governance/ch-2-legal-affairs/conflict-interest-conflict-commitment-and-outside-activities) **applies to all UO employees** whereas the Financial Conflict of Interest in Research (FCOIR) policy only applies to externally funded researchers. More information about the FCOI disclosure is provided in the [Externally Funded Researcher Requirements](#_RESPONSIBLE_CONDUCT_OF) section below and should be completed before the COI disclosure.

[ ]  **The required annual COI/COC disclosure is completed in the** [Research Administration Portal](https://coi.rap.uoregon.edu/) (RAP). Guidance on [what to disclose under the COI-COC policy](https://research.uoregon.edu/manage/integrity-compliance/what-must-be-disclosed-under-coi-coc-policy) is provided online.

More resources and contact information are available on the [Conflict of Interest and Commitment homepage](https://research.uoregon.edu/manage/integrity-compliance/conflict-interest-commitment)**.**

## **RESPONSIBLE CONDUCT OF RESEARCH**

Responsible conduct of research (RCR) is the practice of conducting scientific investigations with integrity. Training is **strongly recommended** for all members of the UO community engaged in research and **required** for most researchers engaged in National Science Foundation (NSF), National Institutes of Health (NIH), or US Department of Agriculture (USDA) sponsored research. More information about sponsored requirements is provided in the [Externally Funded Researcher Requirements](#_RESPONSIBLE_CONDUCT_OF) section below.

[ ]  Recommended [RCR Training Modules](https://research.uoregon.edu/plan/responsible-conduct-research) are offered through the [CITI Program](https://www.citiprogram.org/Shibboleth.sso/Login?target=https%3A%2F%2Fwww.citiprogram.org%2FSecure%2FWelcome.cfm%3finst%3d831&entityID=https%3A%2F%2Fshibboleth.uoregon.edu%2Fidp%2Fshibboleth).

For questions about RCR training requirements, please contact [Research Compliance Services](https://research.uoregon.edu/about/administrative-units/research-compliance-services).

## **foreign Engagement and Export Controls**

Export controls exist to protect the national security and foreign policy interests of the United States. Export controls govern the shipment, transmission, or transfer of regulated items, information, and software to foreign countries, persons, or entities. Faculty, staff, and students will likely intersect with federal regulations that impose access, dissemination, or participation restrictions on the transfer of items and information regulated for reasons of national security, foreign policy, anti-terrorism, or non-proliferation. In these situations, the UO community is dealing with US export control regulations.

Here are the export controls educational courses we **recommend** in CITI to better understand how the regulations impact your research activities:

[ ]  Export Compliance for Researchers: Part I (ID 16801)

[ ]  Export Compliance for Researchers: Part II (ID 16802)

[ ]  Export Compliance for International Shipping (ID 16807)

See our [UO Export Controls Education and Resources](https://research.uoregon.edu/manage/export-controls) webpage for more information or to address any questions.

## **Human Subjects Research /** **IRB**

**All research personnel engaged in human** **subjects research (e.g., those interacting/intervening or consenting participants and/or working with identifiable participant data or samples) must be listed as personnel on the project and will need to maintain current human subjects training through CITI.** This includes faculty members not interacting with participants and/or identifiable participant data that are the primary faculty advisor providing support for a student conducting human subjects research. The required human subjects training includes:

[ ]  “Protection of Human Research Subjects” [CITI](https://www.citiprogram.org/Shibboleth.sso/Login?target=https%3A%2F%2Fwww.citiprogram.org%2FSecure%2FWelcome.cfm%3finst%3d831&entityID=https%3A%2F%2Fshibboleth.uoregon.edu%2Fidp%2Fshibboleth) training modules - please see this [guidance to determine which modules are required](https://research.uoregon.edu/manage/research-integrity-compliance/human-subjects-research/human-subjects-education-requirement) for your activities.

**CITI training must be retaken every two years.** For more information, see our Human Subjects Research [Frequently Asked Questions](https://research.uoregon.edu/manage/research-integrity-compliance/human-subjects-research/human-subjects-research-frequently-asked-questions-faqs), [Guidance Library](https://research.uoregon.edu/manage/research-integrity-compliance/human-subjects-research/human-subjects-research-guidance-library), and/or [Human Subjects Applications, Forms, and Guidance](https://research.uoregon.edu/manage/research-integrity-compliance/human-subjects-research/human-subjects-applications-forms-guidance) webpage.

### **GOOD CLINICAL PRACTICES**

Good Clinical Practice (GCP) is a set of broad regulatory requirements, standards, and recommendations that apply to specific tasks, processes, and roles in the conduct of clinical research.

[ ]  [GCP training](https://research.uoregon.edu/plan/training-opportunities/good-clinical-practice/gcp-online-training-citi) is a **requirement for many regulated and/or federal sponsored clinical trials** **and investigations** and offers researchers a foundation in best practices that can be applied in most research contexts.

While GCP training **is encouraged for all clinical trials/investigations** conducted by UO researchers, many regulations and sponsors/funding agencies have specific requirements for completing, documenting, and maintaining GCP training. For research teams involved in the NIH or Food and Drug Administration (FDA) clinical trials please see our [clinical trial website](https://research.uoregon.edu/manage/research-integrity-compliance/human-subjects-research/clinical-trials) for more information.

For questions about human subjects training, GCP requirements, or if you are collaborating on human subjects research with another institution please contact [Research Compliance Services](https://research.uoregon.edu/about/administrative-units/research-compliance-services).

## **ANIMAL USE / IACUC**

All research personnel working with animals are required to complete animal use training and be listed on an active animal use protocol through the Institutional Animal Care and Use Committee (IACUC) prior to initiation of animal use. Please see the [Animal Welfare Services (AWS) website](https://research.uoregon.edu/about/administrative-units/animal-welfare-services) for more information.

All personnel working with animals are required to:

[ ]  Complete the following [CITI](https://www.citiprogram.org/Shibboleth.sso/Login?target=https%3A%2F%2Fwww.citiprogram.org%2FSecure%2FWelcome.cfm%3finst%3d831&entityID=https%3A%2F%2Fshibboleth.uoregon.edu%2Fidp%2Fshibboleth) courses:

1. University of Oregon Occupational Health and Safety for Working with Animals
2. University of Oregon Introduction to Animal Research

[ ]  Complete the [UO Employee Animal Occupational Health Questionnaire](https://safety.uoregon.edu/sites/safety1.uoregon.edu/files/animal_ohp_questionnaire_2021.pdf) and submit it to the Health Center as outlined at the top of the form.

[ ]  Review the [IACUC Policies](https://research.uoregon.edu/manage/research-integrity-compliance/animal-research/iacuc-policies) and complete the [UO IACUC Policies Quiz](https://forms.office.com/r/WJna0KVeru).

[ ]  Complete additional species-specific training.

* + Users working with terrestrial or avian species, contact TeACS staff to schedule on-site training.
	+ Users working with aquatic species, contact the following offices to schedule on-site training: AqACS; Pacific; or ZIRC.

Volunteers or unpaid students must also complete the [Volunteer Service Form](https://safety.uoregon.edu/volunteers) and submit it to Environmental Health and Safety and the UO IACUC. Current Occupational Health and Safety guidelines for working with animals are available on the [Environmental Health and Safety website](http://safety.uoregon.edu/personnel-animal-contact-safety-program).

For any questions regarding animal use and the required training, please contact the IACUC office.

# **Externally Funded Researcher Requirements**

## **Principal Investigator (PI) and Co-PI Status**

Office of the Vice President for Research and Innovation (OVPRI) provides guidance on who has automatic Principal Investigator (PI) status at the University of Oregon. All faculty automatically have principal investigator (PI) status effective on their date of hire; others may need to [request PI status](https://app.smartsheet.com/b/form/d36008b8904d42e0b08ba6948f849582) prior to submitting an application to an external funding agency.

UO faculty and staff [roles and responsibilities](https://research.uoregon.edu/plan/plan-project/proposal-development/roles-and-responsibilities-grant-application-and-administration) for sponsored funding applications and administration are outlined on the <research.uoregon.edu> website.

## **UO Annual PI Certification for Sponsored Research**

This **annual** certification is completed through the Electronic Proposal Clearance System (EPCS) and **is required** for PI and Co-PIs submitting to external funders before an EPCS proposal record can be created to initiate the proposal process with the central OVPRI’s Sponsored Projects Services (SPS) office.

[ ]  Please complete your annual PI certification by follow the [instructions](https://research.uoregon.edu/plan/training-opportunities/required-trainings/principal-investigator-pi-certification) provided online. You will also need access to the [EPCS](https://researchadmin.uoregon.edu/epcs) portal in order to complete this certification.

If your access to the EPCS has not been set up, please contact Sponsored Projects Services (SPS) or your [Pre-Award Sponsored Projects Administrator](https://research.uoregon.edu/about/administrative-units/campus-units-assignment) (SPA) for assistance.

## **Disclosure of Outside Activities and Interests for Externally Funded Researchers**

[Financial Conflict of Interest in Research (FCOIR) policy](https://policies.uoregon.edu/vol-2-academics-instruction-research/ch-6-research-general/research-financial-conflict-interest) is based on disclosure requirements for federal funding for researchers responsible for the design, conduct, and reporting of research. Guidance on [what to disclose for the FCOIR policy](https://research.uoregon.edu/manage/integrity-compliance/financial-conflict-interest/what-must-be-disclosed-under-fcoi-policy) is provided on our website.

**The FCOIR policy also requires that sponsored researchers complete training** in conformance with federal regulations.The FCOI training is completed within CITI.

[ ]  Select "Conflict of Interest" then "COI Researchers" to access the training in [CITI](https://www.citiprogram.org/Shibboleth.sso/Login?target=https%3A%2F%2Fwww.citiprogram.org%2FSecure%2FWelcome.cfm%3finst%3d831&entityID=https%3A%2F%2Fshibboleth.uoregon.edu%2Fidp%2Fshibboleth). This must be completed **at least one day before** submitting your COI disclosure in the RAP to allow the systems to update overnight.

[ ]  [Submit your COI disclosure](https://coi.rap.uoregon.edu/) in the RAP.

The CITI training must be retaken **every three years** and the COI disclosure must be updated annually to stay compliant.For questions about this requirement, please email coi@uoregon.edu.

## **RESPONSIBLE CONDUCT OF RESEARCH – SPONSORED Research**

Responsible Conduct of Research (RCR) training **must be completed** for certain award types funded by NSF, NIH, and the USDA. This generally applies to Principal Investigators, UO students, faculty, and staff who identify and comply with [funding agency requirements related to RCR](https://research.uoregon.edu/manage/research-integrity-compliance/responsible-conduct-research/federal-requirements-rcr-education-and-training).

[ ]  [RCR Training Modules](https://research.uoregon.edu/plan/responsible-conduct-research) completed through the [CITI Program](https://www.citiprogram.org/Shibboleth.sso/Login?target=https%3A%2F%2Fwww.citiprogram.org%2FSecure%2FWelcome.cfm%3finst%3d831&entityID=https%3A%2F%2Fshibboleth.uoregon.edu%2Fidp%2Fshibboleth) meet a portion of the sponsors requirements. Please see and the following [guidance for designing your RCR Training and Education Plan](https://research.uoregon.edu/sites/research2-stage.uoregon.edu/files/2020-01/guidance_-_rcr_training_plan.pdf).

RCR CITI training must be retaken **every four years.** For questions about RCR training requirements, please contact [Research Compliance Services](https://research.uoregon.edu/about/administrative-units/research-compliance-services).

## **ORCiD iD – Required for NIH and NSF**

An ORCID iD is required for senior key personnel biosketches at the time of applying for or renewing funding requests with the National Institutes of Health (NIH – Fall 2020) and National Science Foundation (NSF – Fall 2023) and for NIH progress report submissions. ORCID, which stands for Open Researcher and Contributor ID, is a 16-digit profile number that ensures consistent, reliable attribution of your work to protect your scholarly identity and provide a method of linking research-related items, such as articles and datasets, to individual identifiers. To meet funder mandates:

#### [ ]  [Link your ORCID to your SciENcv](http://researchguides.uoregon.edu/orcid/sciencv) biosketch, or to [your NCBI](https://researchguides.uoregon.edu/orcid/myncbi) bibliography if you use PubMed.

For more information regarding ORCID iDs please visit <https://orcid.org/institutional-signin> or access the guidance and resources provided by the [UO Libraries](https://researchguides.uoregon.edu/orcid).

## **Sponsor Registrations**

### **National Science Foundation (NSF)**

[ ]  Researchers should [complete their own registration online.](https://www.research.gov/accountmgmt/#/registration) You will need to affiliate yourself with the University of Oregon, by entering the UO’s Unique Entity Identification (UEI): **Z3FGN9MF92U2**

### **National Institute of Health (NIH)**

[ ] NIH eRA Commons and ASSIST profiles are set up by Sponsored Projects Services (SPS). Please complete the [eRA Commons form](https://research.uoregon.edu/files/2019-12/nih_ecommons_registration.pdf) to initiate the registration process.

### **Login.gov**

[ ]  If you will be submitting to a federal sponsor, please [create a Login.gov account](https://login.gov/create-an-account/). Login.gov is a secure universal login for participating government agencies and used in the two-factor authentication process to access the NIH/eRA system.

For additional sponsor portal registration guidance, see our [Electronic Proposal Submission Portals webpage](https://research.uoregon.edu/apply/apply-external-funding/submission/electronic-proposal-submission-portals), or contact SPS for assistance.

# **Other Resources**

[Plan a Project](https://research.uoregon.edu/plan/plan-project)

[Finding Funding](https://research.uoregon.edu/plan/find-funding)

[Proposal Writing Resources](https://research.uoregon.edu/plan/plan-project/proposal-development/proposal-writing-resources)

[Acquiring Funding and Writing Your Proposal - Trainings](https://research.uoregon.edu/plan/finding-funding-writing-your-proposal-trainings)

[Electronic Proposal Clearance System (EPCS) Login Page](https://researchadmin.uoregon.edu/epcs/loginform.cfm)

[Create a Data Management Plan and](https://research.uoregon.edu/manage/innovation-impact/data-management-plans) [[Data Lifecycle Support](https://research.uoregon.edu/manage/innovation-impact/data-management-plans)](https://uoregon.libcal.com/appointments?lid=916&g=7804)

[Engage with Private Industry](https://research.uoregon.edu/partners/industry-sponsored-research)

[UO’s Outside Consulting Policies](https://research.uoregon.edu/manage/innovation-impact/faculty-staff-consulting/faculty-staff-consulting)

[UO Intellectual Property Policies & Guidelines](https://research.uoregon.edu/manage/innovation-impact/uo-intellectual-property-policies-guidelines)

[Allegations of Research Misconduct/Research Integrity Concerns](https://research.uoregon.edu/manage/research-integrity-compliance/allegations-research-misconduct)

[Ethics Guidance, Policies, and Reporting Concerns](https://ethics.uoregon.edu/)

[UO Libraries Homepage](https://library.uoregon.edu/) and [Off Campus Access to Libraries Resources](https://library.uoregon.edu/applications-development-integration/campus-access)

[UO Libraries: Subject and Area Librarians](https://library.uoregon.edu/directory/subject-librarians)