**Responsible Conduct of Research (RCR) Training Sample Tracking Form**

The Office of Research, Grants and Contracts (RGC) assists in alerting investigators of the National Science Foundation (NSF) and select National Health Institutes (NIH) training requirements in the Responsible Conduct of Research (RCR). This form is intended to assist Principal Investigators (PI) of NSF and select NIH grants, who employ students, to record completion for their trainees. Retain these documents with your award files. For questions or concerns, please visit <https://inside.nku.edu/rgc/research-compliance/responsible-conduct.html> or contact [compliance@nku.edu](mailto:compliance@nku.edu).

At NKU, there are two phases of RCR training:

**Phase 1** - Online RCR training identified and tracked by NKU Office of Research, Grants, and Contracts. Training shall be repeated at least every four years for the student/trainee’s tenure on the project, or when (a) the regulation is substantially revised; (b) a student/trainee is new to the University; or (c) if it is determined that the student/trainee is not in compliance with this regulation.

The Manager of Research Compliance or designee will be responsible for tracking this training requirement but it is highly encouraged that the PI also maintain documentation of all training for their students.

**Phase 2** – Ongoing training including, but not limited to, face-to-face instruction, reading assignments, etc. identified and tracked by each Principal Investigator or designee. This form is for PI training purposes only. This does not need to be submitted to RGC. The PI is responsible to implement and track this phase of training.

**Section A. Award Information:**

Principal Investigator: Click or tap here to enter text.

Grant number: Click or tap here to enter text.

Sponsor: Click or tap here to enter text.  
Project Period: Click or tap here to enter text.

Grant Title: Click or tap here to enter text.

**Section B. Information about the RCR Training for Project Personnel (Record Trainees Individually):**

Trainee Name: Click or tap here to enter text.

Trainee’s start date on project: Click or tap here to enter text.

Role: **Graduate  Postdoctoral  Undergraduate**

Online (CITI) Training Completion Date: Click or tap here to enter text.

\****Must provide certificate of completion to PI***

Discussion-based Training Completion Date: Click or tap here to enter text.

Discussion-based Training Mechanism:  **Workshop  Class Seminar  Other (describe below) Description of Training:** Click or tap here to enter text.

Trainee Name: Click or tap here to enter text.

Trainee’s start date on project: Click or tap here to enter text.

Role: **Graduate  Postdoctoral  Undergraduate**

Online (CITI) Training Completion Date: Click or tap here to enter text.

\****Must provide certificate of completion to PI***

Discussion-based Training Completion Date: Click or tap here to enter text.

Discussion-based Training Mechanism:  **Workshop  Class Seminar  Other (describe below) Description of Training:** Click or tap here to enter text.

Trainee Name: Click or tap here to enter text.

Trainee’s start date on project: Click or tap here to enter text.

Role: **Graduate  Postdoctoral  Undergraduate**

Online (CITI) Training Completion Date: Click or tap here to enter text.

\****Must provide certificate of completion to PI***

Discussion-based Training Completion Date: Click or tap here to enter text.

Discussion-based Training Mechanism:  **Workshop  Class Seminar  Other (describe below) Description of Training:** Click or tap here to enter text.

Trainee Name: Click or tap here to enter text.

Trainee’s start date on project: Click or tap here to enter text.

Role: **Graduate  Postdoctoral  Undergraduate**

Online (CITI) Training Completion Date: Click or tap here to enter text.

\****Must provide certificate of completion to PI***

Discussion-based Training Completion Date: Click or tap here to enter text.

Discussion-based Training Mechanism:  **Workshop  Class Seminar  Other (describe below) Description of Training:** Click or tap here to enter text.