

# **BMSC 6011**

## **Integrity in Scientific Research II (RCR Refresher)**

**Fall 2021**

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**Course Director**

**Carla Shackelford**  
**Course Coordinator**

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**Dr. Michelle Staudt**  
**Dr. Thomas Teasdale**

The University of Oklahoma Health Sciences Center – Graduate College  
**Integrity in Scientific Research II (RCR Refresher)**  
**BMSC 6011 - 1 credit hour – Fall 2021**

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**REQUIRED CLASS MEETING TIMES**

Days and times: First Thursday of the month; 3:00 p.m. to 5:00 p.m. Please refer to class schedule on the last page.  
Bldg/Room #: Zoom

**RECOMMENDED TEXT**

There is no required text for this course. Some resources for topics discussed in this course are below.

<https://ori.hhs.gov/>

<https://ori.hhs.gov/ori-introduction-responsible-conduct-research>

<https://oir.nih.gov/sourcebook/ethical-conduct/responsible-conduct-research-training>

**COURSE WEBSITE**

There is no D2L or other website for this course. Email will be used as the primary tool for dissemination of course readings, handouts, slides, assignments, announcements etc. Faculty will have materials sent out at least 48 hours before class.

**Instructor Communication and Response Time**

Course faculty strive to have open communication with students both within and outside of the classroom. Students are encouraged to contact faculty to discuss questions or other issues related to the course. Responses to telephone or e-mail messages will usually be transmitted within 48 hours during regular working hours. If you do not have a response within this time period, please check to assure you have used the correct e-mail address or phone number and follow up if with course faculty if needed. Faculty will generally respond to student questions received during evenings and weekends once they are back in the office during regular business hours.

**GENERAL COURSE INFORMATION**

**COURSE DESCRIPTION**

The course will serve as a refresher for advanced graduate students (i.e., 4+years in program) and incoming postdoctoral fellows on the topic of the responsible conduct of research. The course will underscore the importance of responsible research and the nuances of scientific integrity in research and seven other topics including social responsibility.

**WHY IS THIS COURSE IMPORTANT**

This refresher course provides retraining on the core RCR topics and is intended to not only raise awareness of the kinds of ethical dilemmas that researchers are liable to encounter, but it also provides a way for them to learn by working through the dilemmas. Per NIH Policy [NOT-OD-10-019](#), *Update on the Requirement for Instruction in the Responsible Conduct of Research*, the NIH requires that all trainees, fellows, participants, and scholars receiving research support through any NIH training, career development award (individual or institutional), research education grant, dissertation research grant, or other grant programs with a training component that requires instruction in the responsible conduct of research as noted in the Funding Opportunity Announcement must receive instruction in responsible conduct of research. The Graduate College requires that all graduate students follow the same training as the NIH trainees.

## How module is conducted: (Traditional, hybrid, distance, independent study, or practicum)

Distance. For fall 2021 the course will be conducted via Zoom.

## COURSE OBJECTIVES

At the end of this course the student should be able to recognize, discuss and explain issues relating to the following topics.

1. Conflict of interest – personal, professional, and financial
2. Policies regarding human subjects, live vertebrate animal subjects in research, and safe laboratory practices
3. Mentor/mentee responsibilities and relationships
4. Collaborative research including collaborations with industry
5. Peer review
6. Data acquisition and laboratory tools; management, sharing and ownership
7. Research misconduct and policies for handling misconduct
8. Responsible authorship and publication
9. The scientist as a responsible member of society, contemporary ethical issues in biomedical research, and the environmental and societal impacts of scientific research

## COURSE REQUIREMENTS/POLICIES/EXPECTATIONS

### Preparation and Participation Requirements:

- **This course will include two parts, an online CITI course and in class lecture/discussion.** Successful completion of both parts will be necessary to receive a passing grade and course completion certificate. To access the online CITI course please follow the directions below.

#### **For New Users:**

Go to [www.CITIProgram.org](http://www.CITIProgram.org)

Click on the REGISTER box

Select your organization: "University of Oklahoma Health Sciences Center"

NOTE: If you are a postdoc at OMRF, select that institution.

Complete the requested registration information.

Scroll down to "Learner tools for University of Oklahoma Health Sciences Center and click "Add a course"

Select the course "Biomedical Responsible Conduct of Research"

#### **For Previously Registered Users of CITI**

If you already have a CITI username and password, login into [www.CITIProgram.org](http://www.CITIProgram.org)

Insert your username and password.

Select "University of Oklahoma Health Sciences Center" (or "Oklahoma Medical Research Foundation" if that's where you first registered) to access the RCR course

Complete the requested registration information.

Scroll down to "Learner tools for University of Oklahoma Health Sciences Center and click "Add a course"

Select "Biomedical Responsible Conduct of Research" course.

**Participants are required to keep a record of successful completion of the CITI course. ALL MODULES MUST BE COMPLETED PRIOR TO THE FIRST DISCUSSION SESSION ON SEPTEMBER 2, 2021. Evidence of completion must be communicated to the course coordinator Carla Shackelford via email at [Carla-shackelford@ouhsc.edu](mailto:Carla-shackelford@ouhsc.edu).**

- Instructors may, at their discretion, provide additional pre-assigned reading material. Students are responsible for all assigned readings and reference material, whether discussed in class or not (including any written or verbal updates, all lecture material and other information provided).

**Classroom Attendance:**

- Students play a vital role in the success and excitement of this course, because the value of the course is in the activities and discussions that will occur during class. When you come to class prepared and motivated to participate, the information discussed will be more relevant, interesting and applicable to your everyday life. Attending class is important and beneficial, because the course faculty can offer more to the material through active participation and discussion than just self-study. Therefore, we anticipate regular participation and we expect that when you come to class you will be prepared and participate. A student who is not in attendance and is not participating, is not learning or learning less than his/her classmates. You are expected to take this role seriously.
- Students are required to attend all in class sessions for face-to-face discussions. If students are absent for class for any reason they are responsible for the material covered that day and for completing make-up assignments if required.
- Excused absences will be granted only for valid reasons or extenuating circumstances. Students missing class due to an illness must present a doctor’s note to have that absence excused
  - To obtain an excused absence students must: Contact the course coordinator, in person or on the phone, prior to class time in anticipation of an absence. If voice mail is reached, a phone number must be left so contact can be made with the student as needed. An e-mail message is not an acceptable form of communication for an excused absence.
- Reasonable efforts will be made by the course Director/instructor(s) to accommodate a student participating in this class from a distant site via video conferencing. It will be the student’s responsibility to do what is necessary to catch up on missed lectures, discussions etc. in the event that technology issues prevent live attendance during class meeting times. It is expected that all students will comply with course policies and expectations regardless of such issues.

**Class Assignments**

- Students are expected to actively participate in class discussions. If permission is given to a student to miss an activity, a make-up activity may be administered at the discretion of the course Director/Instructor.

**EVALUATION METHODS**

A sign in sheet along with identification may be required for all enrolled participants. Zoom records noting log in and log out times may be used to monitor attendance and participation. This being a graduate level course, a lot of importance will be placed on class participation. Meaningful participation can include answering questions, posing questions in a detailed fashion or adding to evidence discussed. Simply saying “I agree”, “Yes”, or “No”, does not count as active participation. Active participation in the course along with successful completion of the CITI course constitutes passing the course. The course grading will be S/U.

**Grading Scale and Graded Components**

| <b>Activity</b>              | <b>Point/ Percentage of Final Grade</b> |
|------------------------------|---|
| CITI online training modules | 20                                      |
| Class Participation          | 80                                      |
| <b>Total Points</b>          | <b>100</b>                              |

## ADDITIONAL COURSE/CLASS POLICIES

**This syllabus is intended as a guide for this course. Dates, assignments, and evaluation are subject to revision by the instructor. Any such revisions will be announced in advance.**

**Copyright.** This syllabus and all related course material are protected under US Copyright Law and may not be further disseminated in any form or format without the prior explicit written consent of the faculty member. Failure to comply with this provision may subject the student to disciplinary action and/or state or federal action.

**Student Professional Behavior in an Academic Program.** Ethical and professional behaviors are considered a core competency in an academic program and thus are key factors in a student's good academic standing. Upon acceptance of an offer of admission, the student commits to comply with all professional conduct regulations established by the University, respective college, and program. The complete Student Professional Behavior in an Academic Program policy is at [www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf](http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf).

**Academic Misconduct Code.** The Academic Misconduct Code describes academic misconduct as any acts intended to improperly affect the evaluation of a student's academic performance or achievement. Academic Misconduct includes but is not limited to cheating, plagiarism, fabrication, fraud, destruction, bribery or intimidation, assisting others in any act proscribed by the Code, or attempting to engage in such acts. The policy and procedures related to academic misconduct are detailed in the Academic Misconduct Code found in Appendix C of the Faculty Handbook at [www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf](http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf).

**Academic Appeals.** The Academic Appeals policy outlines the procedure a student must follow to request a hearing for appeals related to evaluation in a course, thesis or dissertation defense, or general or comprehensive exam. It also outlines the appeal process for a suspension or dismissal or under the Student Professional Behavior in an Academic Program Policy and for appeals of decisions resulting in dismissal, expulsion, or suspension from a program or of being required to repeat a semester of year. The sole basis for an academic appeal is an alleged prejudiced or capricious academic evaluation or decision. Policy and procedure details are in Appendix C of the Faculty Handbook at [www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf](http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf).

**Accommodation on the Basis of Disability.** The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Accommodations on the basis of disability are available by contacting the Disability Resource Center (DRC) by email at [drc@ou.edu](mailto:drc@ou.edu) or by calling (405) 325-3852 or Voice (405) 325-4173/TDD. Information on policies and registration with the Disability Resource Center may be found on the DRC website at: [www.ou.edu/drc](http://www.ou.edu/drc). Students requesting accommodations related to work in a course must contact the DRC as soon as possible; accommodations are not made retroactively.

**Sexual Misconduct.** For issues regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including Advocates-On-Call 24/7, counseling services, mutual "No Contact orders," scheduling adjustments, and disciplinary sanctions against the perpetrator. Information is available from the Sexual Misconduct Office at (405) 325-2215 (8AM-5PM) or the Sexual Assault Response Team at (405) 605-0013 (24/7).

**Adjustment for Pregnancy/Childbirth Related Issues.** Students needing modifications or adjustments to course requirements because of documented pregnancy-related or childbirth-related issues should contact the college's Assistant/Associate Dean for Student Affairs (or academic advisor) or the Disability Resources Center ([www.ou.edu/drc](http://www.ou.edu/drc)) as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. See [www.ou.edu/content/eoo/faqs/pregnancy-faqs.html](http://www.ou.edu/content/eoo/faqs/pregnancy-faqs.html) for answers to commonly asked questions.

**Course Drop/University Withdrawal.** The student is responsible to submit required University paperwork before the deadlines to drop or withdraw from a course, shown in the Academic Calendar at <http://admissions.ouhsc.edu/AcademicCalendar.aspx>. Missed homework and examination grades will be entered as a grade of zero if a student fails to formally drop the course or withdraw from the University.

**Laptop/Device Encryption and Anti-Virus Software.** In advance of examinations, students must check that their laptop or PC includes up-to-date encryption software and the necessary programs for securing the device. Students who obtain new or

replacement devices at any time can request access to the Student Virtual Desktop at <http://ouhsc.edu/sde>. OU IT will grant student access within 24 hours of request submission. Students can log in at <https://mydesk.ou.edu>. All students should continue to encrypt their devices with Windows 10 and Mac OS encryption tools and install anti-virus software. Instructions and recommendations are linked at: [Windows 10 Encryption](#), [Mac OS Encryption](#), and [Anti-Virus Software](#).

**COVID-19 Related Academic Policies.** The OUHSC COVID-19 Response Plan ([here](#)) includes the HSC policies referenced below, as well as others intended to mitigate the spread of COVID-19. If you believe you have a medical condition that prevents you from complying with these requirements or others, please refer to the Reasonable Accommodations section of this syllabus. As a student, compliance with the following expectations is your responsibility:

1. **MASKING.** All individuals are required to wear a mask inside university facilities where healthcare is the primary purpose and in patient-facing and clinical research spaces. Regardless of vaccination completion, all individuals must wear a mask in these spaces. Unvaccinated individuals are strongly encouraged to wear masks in other University spaces.

Unvaccinated individuals are strongly encouraged to become vaccinated and may do so by making an appointment at HSC Student & Employee Health and OU-Tulsa clinics, at no cost to them.

If you need a mask, you may pick one up from the centralized Student Affairs office for your campus. Non-medical grade masks with exhalation valves are not permitted on campus unless a surgical style mask is worn over it. Scarves, bandanas, gaiters, buffs, and the like are also not permitted as substitutes for masks. It must cover your nose and mouth when worn.

2. **COVID- 19 Vaccine Requirement.** HSC program students who have patient-facing responsibilities are required to receive immunizations to protect patients and other health care providers. The University recognizes that vaccine requirements in certain University settings, in particular patient care settings, are both prudent and important. Vaccine requirements will be updated as appropriate, based on guidance from the Centers for Disease Control and Prevention as well as medical and public health officials. **Effective June 1, 2021, faculty, staff, and students with patient-facing responsibility are required to provide the completed COVID-19 Vaccine Documentation Form.**

**For the student documentation and declination process, please visit the webpage below, based on the student's geographic campus:**

- a. **HSC & Remote Sites:** <https://students.ouhsc.edu/required-immunizations>
- b. **OU-Tulsa:** <https://www.ou.edu/tulsastudentaffairs/health/requiredimmunizations>

3. **Off-Campus and On-Campus Clinical or Experiential Instruction.** If your academic responsibilities or assignments require you to go to on- or off-campus facilities for clinical or other experiential instruction, including to OU Medical/OU Health facilities, you must comply with the COVID-19 related policies of those facilities. You will receive specific directions from your instructor related to your particular class and the relevant guidelines.
4. **COVID-19 Screening and Reporting.** All students are responsible to know the University's COVID-19 Screening & Reporting requirements, listed [here](#). Each time you experience one of the scenarios listed in the [online COVID-19 Screening and Reporting Guidance](#), you must follow the below steps:
  - a. Complete the [online COVID-19 Screening & Reporting Tool](#). The Student & Employee Health Clinic will notify you, via your University email address, of your screening results.
  - b. After receiving your screening results, please send your results to the specified email address for your college/program outlined in your results email.
  - c. After forwarding your screening results to the specified college results email address, you can send your screening results to your individual instructors or preceptors.

Please note: If you have questions regarding the screening or reporting process, contact HSC Student Affairs at (405) 271-2416 or [students@ouhsc.edu](mailto:students@ouhsc.edu) or OU-Tulsa Student Affairs at (918) 660-3100 or [TulsaSA@ou.edu](mailto:TulsaSA@ou.edu).

**Absences.** If you will be absent from a course activity for any reason, it is your responsibility to notify the instructor as specified by the course syllabus.

**Responsible Conduct of Research.** Students, as members of the University community, have the responsibility to ensure the integrity and ethical standards of any research activity with which they are associated directly or of which they have sufficient knowledge to determine its appropriateness. Students are governed by the Policy on Ethics in Research (Faculty Handbook Section 3.25) at [www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf](http://www.ouhsc.edu/provost/documents/FacultyHandbookOUHSC.pdf).

**Distance Learning Notification.** In a Distance Learning Classroom (DLC), a student's voice, physical presence, materials, and participation in classroom activities may be transmitted to distance learning sites and videotaped or digitally captured. DLC video/digital archives are used internally by the University for educational and informational purposes.



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**(RCR Refresher)**  
**Fall 2021**

\* All sessions via Zoom

| <b>Date</b> | <b>Time</b> | <b>Session#</b> | <b>Topic</b>                      | <b>Faculty</b> |
|-------------|-------------|-----------------|-----------------------------------|----------------|
| Sep. 2      | 3:00 pm     | 1               | Social Responsibility in Research | Teasdale       |
| Sep. 2      | 4:00 pm     | 2               | Conflict of Interest              | Ogilvie        |
| Oct. 7      | 3:00 pm     | 3               | Animal Studies                    | Budda          |
| Oct. 7      | 4:00 pm     | 4               | Collaboration                     | Freeman        |
| Nov. 4      | 3:00 pm     | 5               | Authorship and Publication        | Shankar        |
| Nov. 4      | 4:00 pm     | 6               | Mentor/Trainee Relationship       | Griffin        |
| Dec. 2      | 3:00 pm     | 7               | Research Misconduct               | Staudt         |
| Dec. 2      | 4:00 pm     | 8               | Peer Review                       | Air            |