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| VTlogo2 | **National Institutes of Health Responsible Conduct of Research Instruction Documentation** |
| **Purpose of form** |
| This form is used to assist in documenting other courses in Responsible Conduct of Research that may meet the NIH formal training requirement. All documentation is subject to review and approval by the Research Integrity Officer. Please submit this form along with **the syllabus or outline** and workshop materials if appropriate to Vicky Ratcliffe, Manager of Research Education and Development, at vratcliffe@vt.edu or campus mail 0244. |
| **Basic Information** |
| Name (Participants who received RCR instruction) |       |
| VT PID (used to access VT Systems, “jsmith”) |       |
| Principal Investigator:  |       |
| Project Short Title and Grant # |       |
| Date of Instruction |       |
| **Instructional Components** |
|  Yes  | No  | Please indicate yes or no to the below statements.  |
| [ ]  | [ ]  | Instructional content included all of the following: Conflict of interest (all investigators starting August 10, 2012 will be required to complete an additional online COI tutorial), human subjects, mentor/mentee responsibilities, collaborative research, peer review, research misconduct, responsible authorship and publication, and data management, sharing and ownership. |
| [ ]  | [ ]  | Animal Subjects (additional training may be required by the Office of Compliance) |
| [ ]  | [ ]  | Instruction occurred within the last 4 years. |
| [ ]  | [ ]  | The participant received instruction within their current career stage.  |
| [ ]  | [ ]  | The instruction included at least 8 contact hours between trainers/fellows/scholars/participants, and participating faculty.  |
| [ ]  | [ ]  | Attached is the course syllabus and outline |
| **Other information** |
| **Please include any information you feel is relevant to this request.** |
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| **Concurrence** |
| The below hereby certify that the participant completed the course as described in the attached course syllabus and/or course materials.  |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Principal Investigator Date** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Participant Date** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Research Integrity Officer Date** |