Scope: This SOP applies to management of individuals required to take training in the Responsible Conduct of Research pursuant to RUL 10.15.1 – Training in the Responsible Conduct of Research found at: http://policies.ncsu.edu/rule/rul-10-15-01.

Stewards: This SOP is promulgated by the Office of Sponsored Programs and the Stewards are Nisha Cavanaugh, Office of Postdoctoral Affairs (consulting/advising); Jill Dale, Research Compliance Administrator and Monique Burnette, Secondary Steward.

Purpose: This SOP describes how:

1. The PeopleSoft Student Information System (SIS) updates student records with requirement to complete RCR training.
2. How to update the PeopleSoft SIS system with enrollment information about which options a student selects when notified of their RCR requirement.
3. How to enroll participants in Moodle’s online RCR101 course.
4. How to update the PeopleSoft SIS system with course completion information.
5. How the PeopleSoft SIS system notifies PIs of non-compliant students.
6. How to generate reports on compliance with the aforementioned Rule using PeopleSoft Query Manager.

A. Notification of Students or Postdocs Required to Take Training

1. Peoplesoft SIS (hereinafter referred to as “SIS”) runs a nightly job that identifies all new graduate and undergraduate students and postdocs appointed on any form of direct or flow-through NSF funding. SIS generates an e-mail message from rcr_administrator@ncsu.edu that is sent to the NSF-funded student or postdoc. See Supplement 1 for draft text of the SIS-generated e-mail.
2. The SIS-generated e-mail instructs the recipient to e-mail rcr_administrator@ncsu.edu to either:
   a) Request enrollment in RCR 101 (A Moodle on-line course), or
   b) Advise the RCR Administrator of the completion of an approved RCR course (RCROTH)– a list of approved courses are maintained at http://www.ncsu.edu/sparcs/training/rcr_courses.php, or
   c) Advise the RCR Administrator of current enrollment in an approved RCROTH course.
3. Students are expected to respond within one week of the SIS-generated e-mail and to comply through completion of RCR101, demonstrate completion of an approved RCROTH course or demonstrate current enrollment in or completion of an approved RCROTH course.
4. RCR Administrator follows up with the notified individuals who do not respond within the given 7-day time frame. And also Administrator notifies College POC and PI of no response from student. Follow up is continued until the student responds to RCR Administrator.

B. Enrollment in RCR101 – Moodle Course - or RCR OTH

1. There are two circumstances where a person would be enrolled in Moodle RCR 101. In either scenario, the same steps are to be followed for entering participants in Moodle’s RCR101.
   1. Student (graduate, undergraduate or post doc) is notified by SIS that s/he needs to complete the course to meet the NSF requirement, or
   2. Person is asked by supervisor or elects to take the course, though not falling under the NSF required persons. Such persons will typically contact the RCR Administrators, requesting to be added to the course.
2. As mentioned earlier, for students, SIS will auto-generate an e-mail message to student or postdoc advising them of their requirement to take a course in RCR and instructing them to respond to rcr_administrator@ncsu.edu with a request to enroll in RCR101 or to advise that an approved course has or will be taken. This section describes how to update SIS and to enroll an individual in the Moodle RCR101 Course.

3. Log in to MyPack Portal and navigate to Checklist Management (using your MyLinks link set up in initial session).
   1. Note: You first must establish a MyLinks connection to Checklist Management – Once this step is completed, you will not have to redo this step. [Create a MyLinks link by: (1) Navigate to “Student Information Systems”; (2) Select “Campus Community”; (3) Select “Checklists”; (4) Select “Checklist Management – Person”; (4) Go to the “MyLinks” drop down and select “Add to MyLinks”. Done.]

4. Search for the name of the student which, upon successful identification of the student, will take you to the Checklist Management screen.
   1. Note: For Faculty, Post Docs and Staff, to search for employee #, follow steps in the H.Elective Enrollment in /Completion Confirmation of RCR 101 section below. Once located, proceed back to Checklist Management and search by participant’s ID. Then complete steps 5-9 here.

5. On the Checklist Management 1 tab, if registrant is not currently enrolled in RCR101 or one of the approved RCROTH courses, the status will be “Initiated”, there will be no comments, and the due date will be 6 weeks out from the date of first notification unless updated with an exception.

6. On the Checklist Management 2 tab, if the registrant is not currently enrolled in RCR101 or one of the approved RCR courses, the status will be “Initiated”, and the Item will be RCRTRN.

7. On Checklist Management 2 – change the Item field by clicking the magnifying glass and selecting either RCROTH or RCR101 depending on the choice. RCROTH is for one of the approved seminar courses and RCR101 is for the Moodle course.

8. If the person is reporting that s/he has completed an RCROTH, then go to section D. RCROTH Confirmation. Otherwise, go to step 9 to register the individual in RCR101.
9. Enroll the student/participant in Moodle as follows:

1. RCR Administrator logs into Moodle – to modify the Moodle Space, at this link: https://wolfware.ncsu.edu/toolbox/course-space-request.php
2. To enroll students/participants select Modify Moodle Space – see image below
i) Once you are on the Modify Moodle Page, you will see a listing of people currently enrolled. Scroll to the bottom of the list, where you will see Add a Person by name or Unity ID and a search box, where you will type in the name of the student, then click to Search. When you find the student’s name, in the drop down box select Role as Student. See image below.

10. To enter a Guest in Moodle: (note: this is for anyone who wants to read the material but will NOT have access to the quizzes.)
   1. Here are the instructions to enroll as a "guest" in the online RCR 101: Foundations in the Responsible Conduct of Research course.
      a) First, go to the website, http://moodlepilot.ncsu.edu/course/enrol.php?id=659
      b) Where it reads Enrollment Key, enter "scholar" (without the quotation marks)
      c) Click on "enroll me in this course"
         This should take the guest directly to the course site.

C. Updating SIS for completion of RCR101 or RCROTCH

   1. For updating SIS for completion, the student must either report back that they have completed the RCR101 successfully or report back that they have successfully completed an RCROTCH course.
   2. See specific instructions in Parts D & E.

D. RCROTCH Confirmation
1. RCROTH enrollment or completion – check transcript to verify a current enrollment or completion of one of the approved courses found at [http://www.ncsu.edu/sparcs/training/rcr_courses.php](http://www.ncsu.edu/sparcs/training/rcr_courses.php)

1. Within MyPack portal, navigate to SIS and then Student Info.
   i) Student Information System > Records and Enrollment > Student Term Information > Student Grades
2. Conduct a name search and select the individual for verification.

![Student Grades](https://via.placeholder.com/150)

4. You will then see a listing by semester of each course taken and the grade. Confirm grade by checking the semester Other course was taken. Would look similar to screen shot below:

![Course List](https://via.placeholder.com/150)

5. Note that the year the course was taken must be verified, given that student must have satisfactorily completed the course within three years.

6. Once confirmation is complete, reply to student, confirming successful completion of RCR 101, using template text email. Carbon copy (CC) NCSU RCR Administrator on this email.

7. Take student’s original email and confirmation email and move from mailbox to **RCR OTH approved course completed** folder.

8. Next you will need to confirm student’s completion in the Peoplesoft – Checklist Management system. See Step F below for instructions.
E. RCR – OTH – from another source that NC State University

1. If a student replies to the notification email indicating that h/she has completed another RCR course at a previous institution, follow these steps:
   a. Ask what course was taken and when (date of completion) – and check to be sure it is within the 3yr window.
      i. If one of the CITI RCR modules, ask that a transcript/confirmation of completion be sent to you for review.
      ii. If sent and confirmed, we can accept the CITI RCR modules
      iii. Make an entry into Checklist Management for what module in CITI was taken and when, and change the dates on Tab 1 & 2 to reflect this.
      iv. Send confirmation email, similar to RCROTH email – see templates at end of this SOP – making sure to note the 3 year limit and at what point student would need to renew.
         1. Add this info into Checklist Management – field on Tab 1.
   v. Remove student from spreadsheet.
   b. If course was an RCR course from another institution, ask for a transcript, if available, to be sent to you for review.
      i. You’ll need to share this via email with Nisha Cavanaugh (or designee) to get her approval as well.
      ii. If no transcript is available, ask for instructor of course (with contact info) + details of course description and send this to Nisha to review/investigate to determine if it is an acceptable course.
         1. If not approved, notify student s/h has been enrolled in RCR 101 and must successfully complete it within six weeks of initial notification.
      iii. If approved, make an entry into Checklist Management for what module in CITI taken and when, and change the dates on Tab 1 & 2 to reflect this.
      iv. Send confirmation email, similar to RCROTH email – see templates at end of this SOP – making sure to note the 3 year limit and at what point student would need to renew.
         1. Add this info into Checklist Management – field on Tab 1.
   v. Remove student from spreadsheet.
   c. If course was an RCR course from another institution, and no transcript is available to be sent to you for review:
      i. Ask student to give you the name of the course and either the name/contact info for the RCR Administrator for the institution or the name/contact info for the course instructor.
      ii. Make contact to try and confirm what type of course/syllabus/grade, etc. to be forwarded to Nisha to review/investigate to determine if it is an acceptable course.
         1. If not approved, notify student s/h has been enrolled in RCR 101 and must successfully complete it within six weeks of initial notification.
      iii. If okay, and approved by Nisha, we can accept RCR course.
      iv. Make an entry into Checklist Management for what course was taken and when, and change the dates on Tab 1 & 2 to reflect this.
   v. Send confirmation email, similar to RCROTH email – see templates at end of this SOP – making sure to note the 3 year limit and at what point student would need to renew.
      1. Add this info into Checklist Management – field on Tab 1.

F. RCR 101 (Moodle) Confirmation Steps

1. Steps to confirm completion of Student for RCR 101 in Moodle
   a) Student MUST complete the Final Assignment, which will then route an email to the RCR Administrators, letting us know that it is time to review the student’s scores.
   b) Log into Moodle Accounts
   c) Click Participants (left menu in Moodle)
d) Click on name of individual subject to confirm

e) On Left side of Moodle course menu, under student’s name, select > Activity Reports > Complete Report. See Image below.

f) Carefully check for each quiz 1-6, to ensure individual attained at least 5 out of 7 correct on each module.

g) If successful completion of RCR101, “un-enroll” the student by following steps in section B.9 (at this link - https://wolfware.ncsu.edu/) but this time as you modify the Students, you will find the student’s name in the list and select “Remove” link. You will see a confirmation window pop up, asking that you confirm to remove the student, and it will list the student’s name, which is a good double check to make sure you are removing the correct student.

h) Once removing of student is complete, reply to student, confirming successful completion of RCR 101, using template text email. Carbon copy (CC) NCSU RCR Administrator, College POC and investigator on this email.

i) Take student’s original email and confirmation email and move from mailbox to RCR 101 completed folder.

j) Next you will need to confirm student’s completion in the Peoplesoft – Checklist Management system. See Step G below for instructions.

G. PeopleSoft SIS Recording of Completion – in Checklist Management

1. Log into MyPack Portal and access the Checklist Management: Main Menu > Student Information Systems > Campus Community > Checklists > Person Checklists > Checklist Management – Person.
a) Add in the student’s first and last name where indicated and then select “Search”.
   i) On the Checklist Management Tab 1, in the comments field, add text to confirm successful completion by student and add RCR Administrator’s Name. Also add any other notes here about unusual circumstances, i.e.
   (1) student was manually entered into the SIS
   (2) student was granted an extension of time
   (3) student was not required to take course, but chose to take it.
   ii) Also on Checklist Management Tab 1, for Status, select “Completed”.
   iii) Go to Tab 2 and for Status, select “Completed”.
   iv) Click “Save” and once saved, Return to Search

H. Elective Enrollment in /Completion Confirmation of RCR 101 – staff/faculty

1. When a faculty member or staff members asks to be enrolled in Moodle’s RCR 101, s/he would not be listed in the Student Information Systems (SIS).
2. To make a record for documentation in Checklist Management, in MyPack Portal, navigate to Human Resources section.
3. Select Workforce Administration > Job Info > Job Data.
4. In search field, search by person’s name.
5. Once Job Data screen is open, copy/paste the employee #
6. Next select Checklist Management in the links section
7. Paste the employee # and search.
8. It should pull up the employee’s screen. If not, follow Manual Entry in the next section of this document.
9. Select on Tab 2 change RCRTRN to RCR101. Make sure to put the enrollment date as the status date and for due date, use this format: **MM/DD/2999** format.
10. Make a note in comments field of Tab 1 that this course was taken as an elective and not required.
11. Once RCR Administrator receives notification that course has been completed, follow steps as listed in Moodle Setup and Confirmation Steps above to notify person of successful completion.
12. Also, make a note in the comments field of Checklist Management Tab1, as with all others, when course was successfully completed.
   a) For Tab 1 – due date field, use this format: **MM/DD/2999** format.

I. Manually Entering a Participant in Checklist Management – faculty/staff/students/grads/postdocs

1. Manually adding a participant will need to be done in rare instances with students, but frequently for others taking RCR 101.
   a) In both cases, you will need to do a search for the participant’s ID#
      i) Found for all students in Student info (SIS) > Student Info
      ii) Found for Faculty, Post docs and Staff in HR > Workforce Administration>Job info>Job Data
   b) Once you have opened a Checklist Management Screen, by searching for participant through ID #s as listed above, several required fields must be completed.
      i) Administrative Function field on Tab 1 must be: **GEN**
      ii) Checklist Code on Tab 1 must be: RCR
   c) Enter the date of initial contact/enrollment as the status date and due date is 6 weeks past the status date. (entered for Tab 1 & 2) – unless person is voluntary, then use format as described in section G above for due date format.
   d) On Tab 2, change Item from RCRTRN to RCR101.
   e) Make a note in the comments field of Tab 1 that participant was manually entered and RCR Administrator adds his/her name after comment.
   f) Save before exiting.

J. RCR Canceled but Student Still Being Funded From An NSF Grant OR Beyond Three Year Period

1. Once a month run these 4 queries (see Supplement 2 for further instructions) to find out if student are either: still being paid from a fellowship or HR appointment for an NSF grant but we canceled the requirement OR to find out if student are either: still being paid from a fellowship or HR appointment for an NSF grant over 3 years ago. Queries to run:
   a. SIS_RCR_3YR_FINAI
   b. SIS_RCR_3YR_HR
   c. SIS_RCR_CANCELLED_FINAI
   d. SIS_RCR_CANCELLED_HR

2. For Students beyond 3-year limit:
   a. Send an email notice to student, informing h/h that h/s has been automatically enrolled in RCR 101 – use one of the templates in Supplement 1 if desired. If h/s has taken another university approved course within the past three years they must notify RCR Administrator with documentation / information on course completed and semester completed.
   b. Be sure to include ledger 5 acct. number and PI on project, and cc’ college Point of contact and **rcr-administrator@ncsu.edu**
c. Add info into student’s Checklist Management record – text field.
   i. Change dates in Checklist Management from prior dates to new ones.
d. Add Students to Excel Spreadsheet (Deadlines file), including date of orig. contact + 5 acct, college and PI. Add deadline date.
e. Follow up with student as needed.

3. For Student status of previously canceled:
   a. For previously canceled – if requirement should still be in a canceled state, you’ll need to work with college for corrections to HR system, if needed.
      i. Student status would then be still as canceled.
   b. Work with College to determine if student is still being funded and should now be enrolled in RCR course.
      i. If student should now be enrolled, contact student via email, notifying them of their being enrolled.
      ii. Make any needed entries into spreadsheet.
   c. Follow up with student as needed.

K. Query/Reporting

1. For any problems/questions/changes to SIS Queries for RCR, contact one of the following: David Edelman or Jack Foster (from Rick Liston).
2. Instructions have been sent for how to run various queries.
3. Access is granted either through SIS or through HR, not both. Will need to follow instructions based on where you access is granted.
   a) If access through HR, then follow steps in Supplement 1, incorporated into this document.
   b) If access through SIS, then follow these initial steps: Navigation is Student Information Systems > Monitoring Tools & Reports > Query Viewer (or Manager) - Reporting. Then follow the instructions in Supplement 1, beginning at Page Steps.
4. Grad Fellowships: To access the newly added Graduate Fellowship students (added summer 2012), these are instructions in SIS. The role is a Campus role called 'Graduate Fellowship Inquiry' (NCS CAMPUS Grad Fellowships).
   a) Navigation to the Fellowships page is (Student Information Systems > Admin Services > Finances > Student Fellowships). You will see two tabs: 'Awards/Payments' and 'Other Info'. You can see detail about the Fellowship, including project-id and effective dates, by clicking on the icon to the right of the fellowship description on the 'Awards/Payments' tab.
   b) In the Finances folder, you also have access to a 'quick query' page called 'Fellowship Queries'. To build your own queries, your inquiry role gives you access to the reporting view called NC_FA_FSHPRPTVW.

L. Manual Entry of Graduate or Undergraduate Student
1. If student cannot be found in Checklist Management, select Add New tab
2. Enter student’s ID #, which can be found in SIS>Student Info, by doing a Name Search as described in Step 10 above.
3. Note that student’s name should now appear on Tab1 Checklist Management Screen. Will need to add two additional fields for new entries
   a) For Administrative Function Field – add GEN
   b) For Checklist Code, - add RCR
4. All other steps in process will follow Enrollment in RCR101 – Moodle Course - or RCR OTH section listed above.

M. Periodic Check for Student Status – 3yr status and Canceled students

1. Each month, RCR Administrator will run queries in Student Information Systems, to confirm if any students are either: 1) beyond the 3-yr limit for RCR certification of compliance, requiring renewing by taking either a university approved RCR course or RCR 101 online, or 2) had their requirement canceled at some point in
the past but still show as being paid from an NSF grant. Queries to run are listed here – have report compiled in excel spreadsheet format:

a. SIS_RCR_3YR_FINAID - Completed RCR >3yr with FA  
b. SIS_RCR_3YR_HR - Completed RCR >3yr with HR  
c. SIS_RCR_CANCELLED_FINAID - Cancelled RCR - FA Data Exists  
d. SIS_RCR_CANCELLED_HR - Cancelled RCR - HR Data Exists

2. Once reports are run, view the excel spreadsheets, noting the comments.
   a. Any Faculty or Staff who took RCR 101 are not required to renew.  
b. What to look for – Canceled Students:  
   i. Students must renew if still being paid, at any point, when the requirement was canceled.  
c. What to look for – Students who completed over 3 years ago and still being funded:  
   i. Students must renew if still being paid, and their prior completion date is beyond three years.

3. For any students that need to be reinstated:
   a. Add to Deadlines Excel spreadsheet, found in RCR 101 folder on S drive, adding in date notified, due date, ledger 5 acct and college.  
b. Contact student via email – it is a good idea to do a search in Gmail to locate the last email sent to student, as a reference, and do a “reply all” to that email, changing subject line to pertinent subject for current email. ‘CC’ College Research Office Director.  
   i. Let student know that the RCR requirement is being reinstated for one of following reasons  
      1. Requirement had been canceled but HR system confirms he/she still being funded by NSF grant.  
      2. Three year limit for past RCR course completion is past and must renew.  
   ii. In Email, mention that student must be enrolled in RCR 101 if s/h has not taken a university approved course.  
c. Enroll in RCR 101.  
d. Make another entry into Checklist Management, that student’s requirement has been re-instated, and add in new status, initiation date and then due date should be reset. Be sure to put item as RCR 101 and save.

N. Non-Compliance

1. Grad School’s SIS system sends an automatic messaging to PI’s on grants that their students or postdocs are non-compliant.  
a) In addition, the RCR Administrator will send out regular reminders to student, and college POC/PI as needed, to remind about upcoming due date for RCR 101. Colleges and PI are included so that they are aware of the student’s status. And student’s reminder alerts him/her to fact that their funding would be impacted if they are not compliant.

O. Quiz Changes as Administrator in Moodle – ONLY TO BE DONE FOR ONE STUDENT, IF SYSTEM IS NOT ACCURATELY WORKING!

1. Reset Quiz Instructions - need to check the quiz dates:  
a. On your homepage, click on "quizzes."  
b. Select the quiz that you wish to reset.  
c. Select the “Attempts” link, to find students.  
   i. You can sort the columns by last name or date, etc.  
d. Find the student you wish to reset it for by clicking on the first name initial and surname initial.  
e. Check the boxes next to both of their attempts.  
   i. At the bottom of the page, click "Delete selected attempts."  
2. SPECIAL NOTE: There is a way to Reset the entire course (removing ALL student data in one fell swoop) under the Administration block, but that has to be clicked each time you want to wipe student data clean and start fresh.
3. Setting changes for quizzes – reset # of attempts and delay to retake:
   a. Go to a given quiz, and click "Update this quiz."
   b. Under "Time delay between later attempts," select "5 days" (or 7 days, if you prefer a week-long delay)
   c. Next to "Attempts," set the maximum number of attempts you want to allow (you can even set it to Unlimited if you prefer).
   d. When you're finished, click "Save and return to course."

Accompanying Resources – Supplements 1 & 2 on following pages
Supplement 1 – Template Text Emails for Students

NSF Tracking Process E-mails: Examples

If University approved course has been taken and verified:
Hello <student Name>:
Thank you for your e-mail. We have confirmed your successful completion of ______ in the Fall/Spring/Summer YYYY semester. Please note that the NSF requirement has to be fulfilled every three (3) years, so if you are still on an NSF-funded grant after (insert date 3 years from completion date), you will need to meet the requirement again by either taking the online RCR 101 course or another university-approved course. No further action is needed at this time.

Thanks!

If University approved course has been taken this semester and verified:
Hello <student Name>:
Thank you for your e-mail. We have confirmed your successful completion of [insert course number here] this semester. No further action is needed at this time.

Thank you.

******************************************************************************************
Update to CRO and/or Faculty on status of RCR student:
Hello Dr. ___ and ____:
I wanted to give you an update on this student's progress (or lack thereof) for this RCR requirement. We since 2010 have needed to meet this NSF requirement:
The National Science Foundation’s (NSF's) Implementation Plan [74 FR 42126-42128 (August 20, 2009)] states that:
"Effective January 4, 2010, NSF will require that, at the time of proposal submission to NSF, a proposing institution's Authorized Organizational Representative certify that the institution has a plan to provide appropriate training and oversight in the responsible and ethical conduct of research undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research.

We show this student as not starting the course, even though they have six weeks to complete. Your student has been sent several reminders about meeting the deadline date of ______, however, upon review this morning, I see that student has still not started this course. I wanted to alert you, as failure to complete this course will necessitate the removal of student from funding from this NSF grant (#______). Thank you.

******************************************************************************************
If person/student/postdoc needs to enroll in RCR 101 to fulfill the NSF requirement:
Hello [Name]:
Thank you for replying to the notification that you must complete RCR training, due to being funded, in part or whole from NSF grant / fellowship #: ____ under Dr. ______.
NOTE: MUST COMPLETE STATEMENT OF INTEGRITY FIRST!

We have entered you as a "student" in RCR 101, and you should be able to access the online course directly from the Moodle site in 24 hours from this email notification of enrollment. Link is: http://wolfware.ncsu.edu. We have found that different Internet browsers pull up the Moodle page in different ways. You will need to Login. Click on the (Login) and this will take you to the page where you enter your Unity ID and password. Once done, the Wolfware page will appear. If you are not automatically taken to the course “Project Space – RCR 101: Foundations of Responsible Conduct of Research”, then select the Projects Tab on the Wolfware webpage and then select the course name. More information for login problems is included at the end of this email text.

Be sure to complete the Statement of Integrity and Final Assignment before notifying us that you have completed this course!

You have been given access to the entire course, including the quizzes. Instructions regarding the course are on the main page once you enter RCR 101. Those who need to fulfill the NSF requirement have six (6) weeks from the date they were initially notified of the requirement to complete the RCR 101 course. Therefore, you have until _________ to complete RCR 101 and take all the quizzes.

It is necessary for you to complete the quizzes (with a passing grade of 70% which means that at least 5 out of 7 of the questions for each quiz need to be answered correctly) in order to fulfill the NSF requirement.

If you have any problems accessing Moodle, please contact LearnTech directly (they oversee Moodle) at 513.7094 or via e-mail at: http://delta.ncsu.edu/get_help/learntech/.

Let me know if you have further questions.

**********************************************************************************

If a faculty member (or other non-NSF requirement person) requests to enroll in RCR 101:

Hello Dr. [name]:
We have entered you as a "student" in RCR 101, and you should be able to access the online course directly from the Moodle site in 24 hours from this email notification of enrollment. Link is: http://wolfware.ncsu.edu. We have found that different Internet browsers pull up the Moodle page in different ways. You will need to Login. Click on the (Login) and this will take you to the page where you enter your Unity ID and password. Once done, the Wolfware page will appear. If you are not automatically taken to the course “Project Space – RCR 101: Foundations of Responsible Conduct of Research”, then select the Projects Tab on the Wolfware webpage and then select the course name. More information for login problems is included at the end of this email text.

This will give you access to the entire course, including the quizzes. Instructions regarding the course are on the main page once you enter RCR 101. Those who need to fulfill the NSF requirement have six (6) weeks from the date they were initially notified of the requirement to complete the RCR 101 course. However, this requirement does not apply to faculty and, since you are an (add position here), you are not required to complete the course within six (6) weeks.

We have found that different Internet browsers pull up the Moodle page in different ways. Therefore, you may be taken to a page where it states you need an enrollment key. Since you are now enrolled as a student and should only need your Unity ID (username) and password to get into the course. If your browser pulls up a page that states you need an enrollment key, look at the upper right hand corner where there is the wording:

You are currently using guest access (Login). Click on the (Login) and this will take you to the page where you enter your Unity ID and password.

However, if this still does not work, the enrollment key (password) is scholars.

If you have any problems accessing Moodle, please contact LearnTech directly (they oversee Moodle) at 513.7094 or via e-mail at: http://delta.ncsu.edu/get_help/learntech/.

Let us know if you have further questions.
When a person successfully completes RCR 101:
Hello [name]:

CONFIRMATION OF COMPLETION

You have successfully completed RCR 101; therefore, you have met the NSF requirement. A record has been made of this and no further action is needed at this time. Thank you.

Reminder to RCR Student of Upcoming Deadline for RCR 101:

Hello [Name]:
This notice is to remind you that you are due to complete RCR 101 by ____________. This is required in order to remain being funded from NSF.

Be sure to complete the Statement of Integrity and Final Assignment as well. Please allot yourself plenty of time to read the material and take all 6 quizzes.

Best wishes in your successful completion!

Sample Checklist Management Entry, if successful completion of RCR 101:

Student successfully completed RCR 101. <insert your name here>

When a person has not successfully completed RCR 101:
Hello [name]
Thank you for your submission of the RCR 101 quizzes. Unfortunately, you did not pass the quiz for Topic [give number]; you have to answer 5 out of the 7 questions correctly on each quiz in order to pass (and in order to fulfill the NSF requirement). You will need to re-take the quiz for Topic [give number] on [two weeks] and re-submit it to me. I encourage you to go over the readings for Topic [give number] again.

Let us know if you have any questions.

Auto Reply Email when pending confirmation of RCR 101:

We are currently reviewing your RCR course work and your completion of the NSF required course. We will respond to you shortly.

Email – When a student has not completed the Statement of Integrity
Hello ___:
You need to complete the Statement of Integrity before completing this RCR 101 course. Please log back in to the Moodle course and complete the Statement of Integrity. Instructions to complete are listed below. When you have completed this, please email us back and at that time we will confirm your grades on all required quizzes.

You must affirm the Statement of Integrity. To do so, click on the Link "Quiz: Statement of Integrity - COMPLETE FIRST" at the top of the RCR home page and read the statement. It is set up as multiple choice question so that each student needs to correctly answer - attest to - the statement that they agree to the Integrity Statement and submit.

Thank you.

Email regarding rule for Ethics course

according to RUL 10.15.1 Training in Responsible Conduct of Research:

3.3.4 If the participant does not successfully fulfill the federal requirement through passing either a face-to-face course or the online Foundations in Responsible Conduct of Research course, the administrator will notify the Associate Vice Chancellor for Research Administration and procedures for removing the participant from the federally funded grant project will commence until such time as a course is successfully completed.

Email when student has not completed the Final Assignment

Hello ___:
Please go to the bottom of your page that shows the exams. There is one final step to take, and that is to click on “Final Assignment to Complete RCR 101”. That sends the Administrators an email so that they may review your quizzes and advise you of the outcome via email. Thank you for following up on this.

Beyond 3 year limit or requirement previously Canceled and student needs to Renew/Take RCR course:

<INSERT INTO SUBJECT LINE AND DELETE FROM TEXT OF EMAIL> Responsible Conduct of Research 3 year limit passed - must renew RCR requirement

Hello ___:

Back in ___ you completed this RCR requirement by either completing the online RCR 101 course or having completed one of the university approved courses listed below.

Per our regulation, it must be renewed every three years, if student continues to receive funding from an NSF grant. We currently show that you are being funded, in part or whole, from #___ under Dr. ___. Therefore you must retake the RCR 101 course, if you have not completed one of the university approved courses listed below in the past three years.

CBS 662: Professional Conduct in Biomedical Research
BIT 815K: Research Ethics
ENT 791E: Professional Development for Entomologists
GN 850: Professionalism and Ethics
PA 810: Research Ethics and Professional Socialization
PHI 816: Introduction to Research Ethics
BIT 501: Ethical Issues in Biotechnology
PSY 820.2: Ethics in Psychology

I have already enrolled you in RCR 101 - see new instructions and deadline date below. If you have completed one of the univ. approved courses above within the past 3 years, let me know.
NOTE: MUST COMPLETE STATEMENT OF INTEGRITY FIRST!

We have entered you as a "student" in RCR 101, and you should be able to access the online course directly from the Moodle site in 24 hours from this email notification of enrollment. Link is: http://wolfware.ncsu.edu. We have found that different Internet browsers pull up the Moodle page in different ways. You will need to Login. Click on the (Login) and this will take you to the page where you enter your Unity ID and password. Once done, the Wolfware page will appear. If you are not automatically taken to the course “Project Space – RCR 101: Foundations of Responsible Conduct of Research”, then select the Projects Tab on the Wolfware webpage and then select the course name. More information for login problems is included at the end of this email text.

Be sure to complete the Statement of Integrity and Final Assignment before notifying us that you have completed this course!

You have been given access to the entire course, including the quizzes. Instructions regarding the course are on the main page once you enter RCR 101. Those who need to fulfill the NSF requirement have six (6) weeks from the date they were initially notified of the requirement to complete the RCR 101 course. Therefore, you have until ______________ to complete RCR 101 and take all the quizzes.

It is necessary for you to complete the quizzes (with a passing grade of 70% which means that at least 5 out of 7 of the questions for each quiz need to answered correctly) in order to fulfill the NSF requirement.

If you have any problems accessing Moodle, please contact LearnTech directly (they oversee Moodle) at 513.7094 or via e-mail at: http://delta.ncsu.edu/get_help/learntech/.

Let me know if you have further questions.

Supplement 2

RCR QUERIES

In Production

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RCR QUERY

In Reporting Only

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INSTRUCTIONS FOR RUNNING A QUERY
Reminder
RCR queries are run against the Production database which contains current data.

Terminology
See http://www.fis.ncsu.edu/sis/training/SISTerm.pdf for a complete SIS glossary.

Navigation
Student Information Systems > Monitoring Tools & Reports > Query Manager - Production

Page Steps
Query Manager

You can search for queries by entering all or part of the query's name.

Any queries that have been designated as “Favorites” will display when Query Viewer is opened.

Queries can be run to HTML or Excel

Step 1
Entering a string of letters will return a list of all queries that begin with those letters. If you know the name of the query, enter it exactly to return that specific query.

Enter the name of the query in the search box. The field is NOT case sensitive.

Click Search

Step 2
A list will generate based on the info entered in the search field. Entry of the exact name will return one query.

When the query is run, the user has the option of downloading the results into an HTML report or an EXCEL spreadsheet.
NOTE: Put a check mark next to the query name and choose “Add to Favorites” from the drop down menu to add query to your list of favorite queries.

HTML

If you choose “Run to HTML”, a new window will open displaying the results

HTML results can be downloaded into EXCEL or Text file

Click to see all results. If “View All” is grayed out, all results are displayed.

The report displays the first 100 rows of information. You can click the arrow keys to move around in the document.

NOTE: HTML file can not be saved unless downloaded into EXCEL or Text file.

EXCEL

If you choose “Run to EXCEL”, a new window will open displaying the results. Depending on how your computer is set up, you may get a message asking if you want to open or save the file. Choose

Results are displayed in an EXCEL spreadsheet and can be filtered, sorted, etc. The total number of records returned displays in the first row.
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<th>Date/Time</th>
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**NOTE:** File can be saved when in EXCEL format.
### SAMPLE OF RCR 101 SPREADSHEET:

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