

USDA NIFA RCR Frequently Asked Questions

What USDA NIFA awards are subject to this requirement?

The April 2013 Research Terms and Conditions state: “All research and research-related awards (i.e., research education, and extension) to institutions of higher education, hospitals, and other non-profit organizations and for-profit organizations.

Who is subject to the requirement?

Principal investigators, co-investigators and participants paid from USDA NIFA are subject to the responsible conduct of research training requirement. This includes, but is not limited to, undergraduates, graduate students, postdoctoral researchers, and sub-recipients. Prime recipients are obligated by USDA NIFA to flow down this term to sub-recipients. This applies to 142, 143, and 144 funded projects

For awards with sub-awardees, the project scope of work will be determined at the school/college level at the time of award set-up to identify UW and sub-recipient participants who are subject to the USDA NIFA research terms and conditions. Identified sub-recipient participants are required to complete RCR training. Sub-awardees that do not have a USDA NIFA compliant RCR training mechanism in place may elect to take the UW-Madison RCR training through Canvas. To secure NetIDs, please contact Heather Mc Fadden at heather.mcfadden@wisc.edu.

What training is required?

Principal investigators, co-investigators and participants paid from USDA NIFA awards must take the “Responsible Conduct of Research” course in Canvas (<https://canvas.wisc.edu/enroll/EET6NH>). Steps for registering and completing the training are below.

1. Login to Canvas at <https://canvas.wisc.edu/enroll/EET6NH>
2. In the upper right corner, click "Enroll in Course"
3. Select "Go To Course" to complete the course now. If you do not wish to complete the course at this time, you will need to locate the course on your dashboard.
4. Read through all course materials.
5. Once you have answered the question, please submit the quiz. Please note, there is only one quiz question.

How does an individual know if he/she is subject to the training requirement?

The Office of the Vice Chancellor for Research and Graduate Education will identify individuals who must complete training via payroll records and will notify individuals of the training requirements.

How are outgoing sub-awards affected?

Outgoing sub-awards issued under the April 2013 USDA NIFA research award terms and conditions will have additional contract language added the sub-award template requiring compliance with the RCR training and tracking requirement. Sub-awardees that do not have a USDA NIFA compliant RCR training mechanism in place may elect to take the UW-Madison RCR training through [Canvas](#). To secure NetIDs, please contact Heather Mc Fadden at heather.mcfadden@wisc.edu.

The project scope of work will be determined at the school/college level at the time of award set-up to identify UW and sub-recipient participants who are subject to the USDA NIFA research terms and conditions.

What if an individual does not have a NetID?

If you are working with an individual that does not have a NetID, please contact Heather Mc Fadden at heather.mcfadden@wisc.edu.

How is notification handled?

PIs receiving USDA NIFA funding for research will be notified of this requirement in the USDA NIFA Notice of Award. The Office of the Vice Chancellor for Research and Graduate Education (OVCRGE) will identify individuals who must complete training via payroll records and will notify individuals of the training requirements. The OVCRGE will also track training completion.

Day 1: Notification sent to individual subject to the training requirement.

Day 10: Reminder notice copying PI

Day 20: Reminder notice copying PI and department RCR coordinator

Day 28: Final reminder notice copying PI, department RCR coordinator, and school/college

Day 31: Non-compliance email sent to trainee and PI; Remove from funding email sent to PI, department admin, and school/college

How long does an individual have to complete the training?

Once notified of the requirement, an individual will have 30 days to complete the training module in Canvas (<https://canvas.wisc.edu/enroll/EET6NH>). Subsequent email notices will be sent as reminders to complete training.

What happens if an individual does not complete the training?

If an individual does not complete the training within the 30-day window, he or she will be removed from the USDA NIFA award and paid with non-sponsored departmental funds.