



MEMORANDUM

TO: University Community

FROM: Adolfo Benavides, Ph.D.
Provost and Vice President of Academic Affairs 

DATE: February 20, 2015

SUBJECT: Research Compliance Training

Texas A&M University-Commerce is committed to high quality research and to providing our faculty, students, and any others involved in research-related activities, with a supportive environment for conducting research-related activities in a responsible manner. As a result, each individual who is involved in any kind of research activity must have adequate training in research compliance. Successful completion of all research compliance training is required **before engaging in** any research-related activity and/or **beginning work on any externally funded project**. Please visit the Office of Research and Sponsored Programs (ORSP) Research Compliance [website](#) for more details.

Through the ORSP, various forms of training are available including workshops, seminars, and the online training software [Collaborative Institutional Training Institute (CITI)]. The compliance requirement is met when faculty, staff, and/or students successfully complete the appropriate training modules of the CITI program. All individuals engaged in research-related activities (including postdocs, graduate assistants, student workers, faculty, and staff) must successfully complete the ethics module (Responsible Conduct of Research), along with all required modules based on the nature of the research, in CITI. Once a specific course is completed successfully, the employee will receive a certificate (completion report) that is valid for three years. After three years, a refresher course is required. Principal Investigators (PIs) are responsible for ensuring that all individuals involved with their research have successfully completed the required training **before** engaging in any research-related activity or **beginning** work on a research project.

These training and research compliance efforts will help us continue to meet federal requirements and uphold the highest standards of integrity and honesty in all aspects of research and scholarship conducted at the university. If you have questions or need clarification, please contact the ORSP at 903-886-5143 or researchcompliance@tamuc.edu. I wish you continued success in all of your research endeavors.

Provost and Vice President for Academic Affairs

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