

Month, Day, Year

To Whom It May Concern:

This letter certifies that XXXX completed all requirements of the Postdoc and Research Fellow Ethics course, GAH: 601A, on Responsible Conduct of Research in the Fall /Spring semester of 20XX at Emory University School of Medicine.

The Ethics course is composed of eight classroom sessions and eight on-line informational documents and was designed by the Emory University Ethics Center in collaboration with the Office of Postdoctoral Education with the specific focus of fulfilling the NIH requirement (NOT-OD-10-019). It has been approved by the Emory University Office of Research Compliance, the Office of the Dean of the School of Medicine, and the Curriculum Committee of the School of Medicine. The on-line documents on each of the topics contain foundation information and relevant Emory University policies, federal laws, and NIH policies and guidelines. Postdocs are required to submit a personal or created case study on each topic. Selected case studies are discussed during the classroom session with an expert faculty facilitator. Submission of all case studies and attendance of classroom sessions are mandatory for course certification. This course is offered each semester of each academic year so can be attended in the first year of a research project and repeated entirely or in part annually or at two or three year intervals to retain and refresh guiding ethical principles for the conduct of research.

Topics in Ethics GAH:601A are:

1. Mentor/Mentee Relationships and Responsibilities
2. Responsible Authorship, Plagiarism and Review of Papers and Grants
3. Scientific Reputation and Impact on Society: Collaborative & Global Research
4. Data Acquisition and Management: Sharing and Ownership
5. Research Misconduct and Policies for Handling Misconduct
6. Conflict of Interest – Personal, Professional, and Financial
7. Responsible Use of Human Subjects in Research
8. Responsible Use of Animals in Research

The training in and practice of the responsible conduct of research is an Emory university-wide expected norm for faculty and all trainees. The Ethics course is evaluated each term and receives high ratings for the value of classroom discussions, shared experiences of the expert faculty, and background information documents on the Emory Courses website.

Sincerely,

Karen S. Rommelfanger, Ph.D.
Director, Ethics course GAH: 601A