

**Responsible Conduct of Research Ethics Courses Fall 2020**  
**For Postdoctoral and Research Fellows GAH: 601A Session 000**  
**For Faculty Researchers GAH: 601A Session 001**

## I. Course Overview

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### 1. Who should take this course?

The Responsible Conduct of Research Ethics course, GAH:601A is designed to satisfy Ethics training requirements by federal agencies such as the NIH, NSF, and DOD specifically for Postdocs, Medical Research Fellows, and Early Career Researchers.

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### 2. What does this virtual course look like?

- Four real-time active discussion-based sessions for discussing case studies submitted by class attendees.
- Zoom Breakout Room discussions of cases, ethical tensions, and resolution using ethical principles with expert and experienced faculty who have been where you are.
- Readings, case study submission, and communications about the course will be available and through Canvas. <https://canvas.emory.edu/>

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### 3. What do I have to do in this course?

- Come to each class having read course materials available on Canvas
- Submission of assignments (e.g. case studies, mentoring reports, end of course multiple choice review) via Canvas by deadlines listed below in IIIb of this document.

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### 4. When is the virtual course?

- 2:45pm to 4:55pm, comprised of two one hour sessions with a short break in between
- Wednesdays, September 16, 30 and October 14, 28
- Zoom videoconferencing. You must attend all live classes to receive credit.

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### 5. What should I gain by the end of this course?

- Knowledge of the national and university principles, laws and policies that guide the ethical conduct of research at Emory and nationally
- Increased awareness in application of ethical principles and policies in present and future research efforts and resolution of ethical problems through discussions of these principles with expert and experienced faculty.
- To encourage the use of ethical guiding principles in planning future careers.
- To facilitate a deeper understanding of the broad complexity of ethical problems.

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### 6. Who can I email when I have a question?

- Course content: Karen Rommelfanger, PhD, [krommel@emory.edu](mailto:krommel@emory.edu), Center for Ethics; Lou Ann Brown, PhD, Office of Postdoctoral Education, [lbrow03@emory.edu](mailto:lbrow03@emory.edu)
- Registration, course certificates: Beverly Medley, Senior Program Coordination, Office of Postdoctoral Education, [beverly.medley@emory.edu](mailto:beverly.medley@emory.edu)
- Payment: Mike Behler, Associate Director of Financial Aid and Scholarships, [mbehler@emory.edu](mailto:mbehler@emory.edu)
- IT/Canvas: Canvas support 24/7 by phone at [844-765-2516](tel:844-765-2516) or by [Live Chat](#)
- IT/Zoom: <https://it.emory.edu/office365/ZOOM.html>

## II. Course Map

Web Location: Zoom: <https://us.zoom.....>

*You will automatically be randomized into breakout groups for course discussions*

<i>Date</i>	<i>Topic and Facilitator</i>	<i>Time</i>
<b>September 16</b>	Mentor and Postdoc Relationship	2:45 – 3:40pm
	Responsible Authorship & Review	3:50 – 4:45pm
<b>September 30</b>	Data Acquisition and Management	2:45- 3:40pm
	Use of Human Subjects in Research	3:50– 4:55pm
<b>October 14</b>	Research Misconduct	2:45 – 3:40pm
	Use of Animal Subjects in Research	3:50 – 4:55pm
<b>October 28</b>	Conflict of Interest	2:45-3:40pm
	Collaborative and Team Science	3:50-4:55pm
	Final Course Review Due	

**IIIa. Assignments Overview** *Please submit directly to Canvas under corresponding Assignment. All assignments are due by 11:59pm on the date listed.*

### For Postdocs and Medical Fellows: Case Studies and Final Course Review

<i>Due Dates</i>	<i>Assignment</i>
September 9	Case Study: Mentorship OR Responsible Authorship
September 23	Case Study: Data Ownership/Management OR Human Subjects Research
October 7	Case Study: Research Misconduct OR Animal Subjects Research
October 28	Final Course Review

### For Faculty-Rank Registrants: Teaching/Mentoring Reports & Final Course Review

<i>Due Dates</i>	<i>Assignment</i>
October 21	Report of two required mentoring/teaching sessions on Authorship AND Mentorship
October 28	Final Course Review

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### IIIb. Assignments Description

#### Required for All: Background Information Documents on Each Topic in the Course

1. Introduction to the topic and importance in research
2. Historical perspective of the importance of the topic
3. Relevant national and Emory University Guidelines and Policies
4. Example Case Studies with guide questions on the topic that can be used as examples to construct a case study for assignment submission. The examples of real or created scenarios illustrate the ethical principles involved in each topic.
5. Links to additional literature and resources on the topic

#### Required Assignments for Postdocs and Medical Fellows GAH: 601A Session 000

1. Reading of the Background Information documents and prior to class discussions
2. Attendance at all four class sessions for discussions of the eight topics.
3. Submission of a Case Study for one of the topics to be discussed in class with three discussion questions. The case study is submitted as an upload to Canvas one week before the classroom discussions. The case study is uploaded to Canvas under the corresponding Assignment. Selected case studies with no identifiers are used in class discussions.
4. Completion of the multiple-choice course review questions by the last day of class.

#### Required Items for Ethics Faculty-rank Registrants GAH: 601A Session 001

1. Reading of the Background Information documents prior to class discussions
2. Attendance at all four class sessions for discussions of the eight topics.
3. Two one-hour discussions on each topic of 1) Responsible Authorship and Review and 2) Data Ownership and Management with graduate student(s) or Postdoc(s) using case studies and/or policies. A summary of each of the two mentoring/teaching sessions (~200 words each) is to be signed by the faculty person and trainee(s) and to be submitted by the end of the course Canvas under the corresponding Assignment.
4. Completion of the multiple-choice course review questions by the last day of class.

**Will I receive documentation of my successful completion of the course?** To receive a certificate and verification from the Office of the Postdoctoral Education the Ethics course was taken and completed as required by NIH, Postdocs and Medical Fellows are required to 1) Submit all required assignments, 2) attend ALL virtual discussion sessions, and 3) Submit the completed Final Course Review.

**What if I need to miss a class?** If travel to a national science meeting interferes with class attendance, please contact Karen Rommelfanger ([krommel@emory.edu](mailto:krommel@emory.edu)) to develop a substitute for the missed session. Only one class discussion session can be missed to receive the certificate for the course. For those who successfully completed the course, the Office of Postdoctoral Education will provide a description of the course that can be used in fellowship and grant applications.

### Acknowledgements for Contributions to this Course

We wish to thank the following for providing educational materials for this course and permission to use them as needed: Dr. Ruth Fischbach, Professor of Bioethics and Co-founder of the Center for Bioethics at the Columbia University College of Surgeons. Dr. Fischbach's on-line Columbia University course served as a model structure for the present on-line component of this course. Drs. John Banja, Director of the Ethics Program and Arri Eisen, Ethics Center Emory University suggested expert faculty and their example case studies have been invaluable as well as their shared experiences from directing other Ethics courses. We also thank the Emory faculty who contribute time and expertise to lead the case study discussions with special thanks to Dr. Mary DeLong who significantly started and developed this course over a decade. The valuable website of the Office of Research Integrity, US Department of Health and Human Services and the University of Wisconsin, Responsible Conduct of Research Course served as important sources of information for this course.

Document last updated by KSR 6/23/2020