

80.20.016 RESPONSIBLE CONDUCT OF RESEARCH TRAINING POLICY

Responsible Conduct of Research Training Policy**PURPOSE**

Responsible Conduct of Research (RCR) is vital to conducting science in a rigorous manner. The St. Jude Children's Research Hospital Graduate School of Biomedical Sciences ("Graduate School") provides appropriate RCR training for its enrolled students. Each degree program in the Graduate School has specific RCR training requirements for enrolled students. The purpose of this policy is to outline the requirements.

SCOPE

This policy applies to all students enrolled at the Graduate School, regardless of mode of instruction and physical location of the student.

STAKEHOLDERS AFFECTED BY THIS POLICY

Stakeholders who must comply with this policy include any Graduate School student enrolled in the applicable Graduate School programs and any individual responsible for administering the training or monitoring completion of training.

POLICY

1.1 Students working towards a PhD degree are required to complete at least eight contact hours of training over a period of four years. Master's students are strongly recommended to attend any and all trainings of interest.

1.2 PhD in Biomedical Sciences

1.2.1 The PhD in Biomedical Sciences program follows the National Institutes of Health's RCR mandate for scientific trainees. All students enrolled in the PhD in Biomedical Sciences program must complete CITI training in their first year and at least eight (8) hours of RCR training by the end of the Spring semester of their second year. Qualifying RCR training is administered by the Academic Programs Office (APO) in St. Jude Children's Research Hospital. This training is based on a formal, comprehensive series of didactic lectures and discussion groups led by senior faculty and administrators. Instruction should involve substantive contact hours between the trainees and the participating faculty. APO will record attendance for all RCR sessions and forward attendance rosters to the Assistant Dean. The Assistant Dean will notify the Registrar when students have completed their RCR training requirements. The Registrar will note RCR training completion on the student's official transcript. Completion of RCR training is a mandatory entry on the student transcript.

1.3 MS in Clinical Investigations

1.3.1 Students enrolled in the MS in Clinical Investigations program will fulfill the Graduate School's RCR training requirements by the successful completion of the "Advanced Research Methods" course.

1.4 MS in Global Child Health

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1.4.1 Students enrolled in the MS in Global Child Health program will fulfill the Graduate School’s RCR training requirements by the successful completion of the “Research Methods in Global Health” course.

1.5 MS in Applied Biomedical Data Sciences

1.5.1 Students enrolled in the MS in Applied Biomedical Data Sciences program will fulfill the Graduate School’s RCR training requirements by successful completion of the “Ethics and Professionalism in Biomedical Data Sciences” course.

PROCEDURE

N/A

DEFINITIONS

N/A

REFERENCE DOCUMENTS

N/A

FORMS AND OTHER DOCUMENTS

N/A

POLICY DETAILS

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Policy Number	80.20.016
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Policy Sponsor	Steven Varga
Approval Authority	Curriculum Committee
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Policy Owner (Contact Info)	Steven Varga (steven.varga@stjude.org)
Policy Alternate	Stacey Schultz-Cherry
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Next Scheduled Review Date	By June 1, 2026

REVISION HISTORY

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- V3.0 – December 11, 2025

APPROVALS

Curriculum Committee – Approved on June 14, 2023

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Curriculum Committee – Approved on August 2, 2024

Curriculum Committee – Approved on December 11, 2025