SR82874 Requirements
NSF Responsible Conduct of Research Special Training Codes

Objective:
Comply with recently implemented NSF requirements to verify that undergraduate students, graduate students, and postdoctoral researchers supported by NSF to conduct research receive training in the responsible and ethical conduct of research.

Project Type:
This enhancement consists of adding new codes to an existing EDB element.

Requested by:
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Analyst:
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Requirements analyst:

Urgency:
Urgent.

Implementation Deadline:
The NSF requirement is effective January 4, 2010 consequently implementation as soon as possible is necessary. A release by April 5, 2010 would allow locations two weeks to install with the balance of April for data entry coincident with deployment of the associated training material in the LMS.
**Statement of Business Need:**

A means to identify student employees and Postdoctoral Scholars who should receive Responsible Conduct of Research (RCR) training.

**Background:**

The 2007 America COMPETES Act directed NSF to require that all funded students and postdocs undergo training in the responsible conduct of research (RCR). The NSF implementation of this requirement became effective January 4, 2010. The NSF January 2010 Award & Administration Guide (AAG), Chapter IV.B, Page IV-3 states:

2. Institutional Responsibilities

a. An institution must have a plan in place to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research. As noted in GPG Chapter II.C.1.e, institutional certification to this effect is required for each proposal.

b. While training plans are not required to be included in proposals submitted to NSF, institutions are advised that they are subject to review, upon request.

c. An institution must designate one or more persons to oversee compliance with the RCR training requirement.

d. Institutions are responsible for verifying that undergraduate students, graduate students, and postdoctoral researchers supported by NSF to conduct research have received training in the responsible and ethical conduct of research.

**Current Process:**

No PPS process currently exists related to RCR training, but an effective process is in place for Sexual Harassment Training. Each employee’s record in PPS includes a “Special Training Code” which is passed to the LMS.

**Proposed Process:**

Leverage the current process by creating additional NSF RCR specific values for Special Training Code (EDB 0385).
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Overview of Modifications</td>
<td>4</td>
</tr>
<tr>
<td>2.0</td>
<td>Control Table Updates</td>
<td>4</td>
</tr>
<tr>
<td>2.1</td>
<td>Code Translation Table</td>
<td>4</td>
</tr>
<tr>
<td>3.0</td>
<td>EDB Data Elements</td>
<td>4</td>
</tr>
<tr>
<td>4.0</td>
<td>Help Modifications</td>
<td>4</td>
</tr>
<tr>
<td>5.0</td>
<td>Interface</td>
<td>5</td>
</tr>
<tr>
<td>Attachment A</td>
<td>Data Dictionary</td>
<td>6</td>
</tr>
<tr>
<td>Attachment B</td>
<td>Sample Help Text</td>
<td>7</td>
</tr>
</tbody>
</table>
**System Requirements:**

**1.0 Overview of Modifications**

Add three new codes to one existing EDB element. Update the associated Data Dictionary page and Help Text. Change translation for one value.

**2.0 Control Table Updates**

The following 3 new values should be added to EDB 0385 Special Training Code: R, B, X

New values should be assigned as defined in section 3.0, so that existing range value edits can be executed.

**2.1 Code Translation Table**

Entries for the new codes should be added to the CTT as follows. Additionally, the existing CTT translation for code E should be modified to read as “Sexual Hrsmnt Exclusion”.

<table>
<thead>
<tr>
<th>Value</th>
<th>Length</th>
<th>Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>R</td>
<td>25</td>
<td>Require Both RCR &amp; SHP</td>
</tr>
<tr>
<td>B</td>
<td>25</td>
<td>Exclude Both RCR &amp; SHP</td>
</tr>
<tr>
<td>X</td>
<td>25</td>
<td>Require RCR &amp; Exclude SHP</td>
</tr>
</tbody>
</table>

**3.0 EDB Data Elements**

Existing data element Special Training Code (EDB 0385) will be modified as per Attachment A.

**4.0 Help Modifications**

Field level help for the ‘Special Training Code’ should be modified to reflect the added values of R, B, and X on:

- EPER Entry/Update screen
- IPER EDB inquiry screen
- IBA1 History Inquiry Basic Employee Data.

See attachment B for sample Help text.
5.0 Interface

It is assumed that no changes to interfaces are required as Special Training Code is already passed to PPS IVR from which it is passed to the LMS.

No changes are required to the CPS interface. Companion SR82896 has been created to make the corresponding updates in CPS.
**Attachment A - Data Dictionary**

**PPS EDB Data Element Definition**

*System Number: EDB0385*

*User Access Name: 0385-0*

*Programming Name: EMP_SPEC_TRAIN_CD IN PPPPER*

*Revision Date: mm/dd/yy*

*Comments*

**Name:** SPECIAL TRAINING CODE-EDB

**Type:** ALPHANUMERIC

**Length:** 1

**Format**

N/A

**General Description**

Code indicating the type of special training required of an employee.

**Code Interpretation**

- **E** - Exempt, Sexual Harassment Prevention not required
- **S** - Sexual Harassment Prevention required for non-HEERA supervisor
- **R** - NSF Responsible Conduct of Research AND Sexual Harassment Prevention Required
- **B** - Exclude from both NSF RCR and Sexual Harassment Prevention
- **X** - Include in NSF RCR but exclude from Sexual Harassment Prevention
- Blank - N/A
Attachment B - Sample Help Text

EDB0385            SPECIAL TRAINING REQUIRED CODE  More:
Revised: 10/10/08  "SPECIAL TRAINING REQUIRED CODE - EDB"

Description:  Code indicating the type of special training required of an employee.

Format:  N/A

Code Interpr.:  E - Exempt, Sexual Harassment Prevention not required
                S - Sexual Harassment Prevention required for non-HEERA supervisor
                R - NSF Responsible Conduct of Research AND Sexual Harassment Prevention Required
                B - Exclude from both NSF RCR and Sexual Harassment Prevention
                X - Include in NSF RCR but exclude from Sexual Harassment Prevention

Blank - N/A

Command ===>
F1=Help  F2=EX help  F3=eXit  F7=BKwd  F8=FWd  F12=Cancel