

Policies and Procedures

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1. POLICY

This policy describes the Sponsored Programs Administration educational and compliance requirements that assist investigators, (faculty, staff, and students) in meeting federal regulations and University education and compliance requirements.

2. EDUCATIONAL AND COMPLIANCE REQUIREMENTS

2.1. Acknowledgement of Access to Sponsored Programs Administration Policies

By signing the Proposal Routing Form, all investigators acknowledge access to the Sponsored Programs Administration policies. All investigators and research staff should review these policies before engaging in research activities.

2.2. Responsible Conduct of Research

All Principal Investigators who are applying for Federal funding shall complete the [Responsible Conduct of Research course](#), and shall ensure that their research staff, including students, complete the course before the time of the award.

2.3. NIH Financial Conflict of Interest Tutorial

The National Institutes of Health (NIH) has developed an [online tutorial regarding financial conflict of interest](#) for anyone involved in an NIH-funded grant. This includes all Principal Investigators, as well as faculty, staff, and students responsible for the management, design, conduct, or reporting of NIH-sponsored research. It is the responsibility of each Principal Investigator to ensure that the appropriate individuals who participate on their NIH-sponsored grants complete the tutorial on Conflict of Interest before the time of the award.

2.4. CITI Conflicts of Interest Course

Creighton University requires all Investigators/Support Personnel to complete the [CITI Conflicts of Interest course](#) before beginning work on any research project or before submitting a PHS application. This education and training must be renewed every four years.

2.5. Creighton University Conflict of Interest Disclosure

Every person who participates in research at Creighton University must read Creighton University Policy 3.1.10, "[Financial Conflict of Interest in Research](#)," and complete, sign,

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and submit a [“Creighton University Disclosure of Financial Relationship for Sponsored Projects.”](#)

2.6. Other Regulatory Training

Other regulatory training (e.g., human subject, Institutional Biosafety Committee, Institutional Animal Care and Use Committee, Occupational Safety and Health Administration. etc.) may be required depending on the type of research being done. This training must be complete before Sponsored Programs Administration will establish a fund number for a grant award, and it must be kept current throughout the life of the grant.