



HARVARD UNIVERSITY
Research Compliance Training Committee (“RCTC”)

October 2017

Purpose

Research compliance covers a broad range of activities from general guidelines about conducting research responsibly to specific regulations governing a type of research (e.g., human subjects research, animal care, biosafety). Harvard University is committed to adhering to regulatory requirements regarding the provision of research compliance training to faculty, researchers, students, and staff that is targeted to their specific research-related roles.

Authority and Responsibilities

The Research Compliance Training Committee (RCTC) is charged with providing the Office of the Vice Provost for Research (OVPR) and the Sponsored Administration Leadership Council Executive Committee (SALC EC) with advice on research compliance issues and recommendations for appropriate research compliance training. Collaborating with faculty, researchers, laboratory managers, staff, and other constituents to assure compliance with research training requirements and to facilitate the design and delivery of research compliance training, the RCTC is responsible for the following:

- Monitoring research compliance training needs across the University;
- Evaluating existing research compliance training offerings;
- Coordinating the development, review, and/or delivery of research compliance training; and
- Developing guidelines for the approval, uploading, and integration of research compliance training content into the University Learning Management System.

Note: RCTC is distinct from the University-wide Research Administration Training Team (URATT) which is charged with the coordination and delivery of training related to research administration topics (e.g., pre-award proposal development, award negotiations, post award management).

Membership

RCTC co-chairs will include one central and one school representative appointed by the co-chairs of the Sponsored Administration Leadership Council) Executive Committee. RCTC membership is based on appointment by the co-chairs of the SALC EC in consultation with the Executive Committee membership. Core membership of RCTC shall be limited to 6-8 members, comprised of subject-matter experts in the areas of research compliance, one member of the URATT, and other members of the University research administration community. RCTC co-chairs may form ad hoc working groups to include faculty or researchers and subject-matter experts to augment RCTC members’ expertise on an as-needed basis.



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Meeting Schedule

RCTC meets at least once monthly. RCTC co-chairs will determine the schedule of the meetings based on the assignments and timelines for RCTC’s deliverables. Regular attendance is expected at Committee meetings. If a member does not attend meetings on a regular basis (e.g., two consecutive meetings), the co-chairs may request that the SALC EC appoint a replacement member.

Committee Assignments

The SALC EC co-chairs may provide RCTC with formal assignments, in writing, outlining the specifics of the project, the deliverables, and timelines. RCTC may propose priorities based on research compliance training needs across the University.

Reporting

RCTC co-chairs will provide periodic updates regarding the progress of its work to the SALC EC upon request.