**A Message from University of Kentucky**
# VICE PRESIDENT FOR RESEARCH LISA CASSIS

As a public institution of higher education, public confidence in the responsible conduct of research (RCR) by UK faculty, staff and students is critical.  We must promote and maintain a culture that is supported by an infrastructure that educates and assists in the ethical conduct of research. Over the last year, we have deliberated on strategies and processes to assist our investigators. We announce the following two initial areas to promote RCR:

- Mandatory online training in RCR.
- Availability of an Electronic Lab Notebook (ELN) service.

*Mandatory online training in RCR*. To ensure a baseline knowledge of ethical research practices, UK is implementing mandatory web-based Responsible Conduct of Research (RCR) course training through the Collaborative Institutional Training Initiative (CITI).

The CITI RCR training course consists of 6 modules listed below. Additional modules are available through CITI, and we encourage you to voluntarily take modules that are appropriate for your research and creative mission. However, please note:  **All active faculty, all faculty and staff listed on an Internal Approval Form (IAF) for sponsored projects and/or research protocols, employees paid on sponsored research, and all current graduate students** at UK must complete the 6 modules of the basic RCR course and refresh the training yearly thereafter. The modules consist of an instructional one-page module (Responsible Conduct of Research Special Instructions) and the following CITI module topics:

- Mentoring
- Peer Review
- Research Misconduct
- Conflicts of Interest
- Data Management
- Reproducibility of Research Results

Information regarding the training and how to access CITI RCR training can be found on

the RCR website: https://www.research.uky.edu/responsible-conduct-research . If you have already completed these modules through CITI (we encouraged you to do this during our remote operations of the COVID-19 pandemic), you will be given credit. The deadline for completion of the mandatory web-based CITI RCR training is within 6 months of this email, **January 31, 2021**. If you do not complete this training by the stated deadline, continued access to certain university systems and processes related to research will be suspended until RCR training is completed. This includes, but is not limited to, submission of IBC, IRB, and IACUC protocols and amendments; new award set-up; project amendment processing and access to certain internal funding programs.

*Availability of an Electronic Lab Notebook (ELN) service.* Reproducibility and rigor in science is expected by federal funding agencies, journals and the overall research community. To encourage compliance with these expectations, we provide an Electronic Lab Notebook (ELN) service for all UK researchers through a licensing agreement with LabArchives. This resource has unlimited user capabilities and is available at no cost to researchers. The ELN service is a secure, cloud-based software designed to replace paper notebooks and to move research record-keeping into the digital age. It facilitates data storage, retention, and management of experiments. It enables original/raw data to be provided to those who request it and the ability to easily transmit and share data.

Some of the key benefits of using an ELN include:

- **Accessibility** – Access your work anywhere and anytime with an internet connection.
- **Collaboration** – Share your findings securely in real-time within your workgroup.
- **Versioning and timestamps** – Ability to record and revert to any previous versions protects your work from accidental data loss and provides full audit trails (record of username, date and time).
- **Searchability** – Search for keywords, tags, users and entry types to find and access what you are looking for.
- **Compliance** – eNotebook will greatly help researchers to conduct research in compliance with the UK Data Retention Policy.

The ELN is accessible from any modern browser on a UK-owned or personal computer or adaptable online when using your mobile/tablet.

To become familiar with the LabArchives ELN, the UK research community is encouraged to participate in upcoming LabArchives training sessions.

Please visit the ORI RCR website for additional information on LabArchives including user guides, FAQs and upcoming online and on-site training opportunities.

While use of this system is voluntary, we encourage you to use this resource as it is likely that this resource will become the central mandated repository for all research data and information within publications, books and grant applications.

Thank you for your dedication to the UK research mission.

Lisa A. Cassis

University of Kentucky

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