

KBS Responsible Conduct of Research Plan

(Approved June 2010)

Background:

MSU's Institutional Policy for Training and Oversight in the Responsible and Ethical Conduct of Research (<http://www.grad.msu.edu/ric/docs/NSFDraft.pdf>) was developed to comply with Section 7009 of the America COMPETES Act, as implemented by the NSF. The MSU Policy requires for each student and postdoc who contributes to the design, conduct, or reporting of an NSF-funded project, a minimum of *five* hours of RCR training in the first year and a minimum of *three* hours of RCR training in each subsequent year.

RCR training is required of all KBS students (graduate and undergraduates) and postdocs conducting research, regardless of funding source. ***It is the responsibility of the student/postdoc and their faculty advisor to ensure that these requirements are met and documented.*** A completed log of RCR activity (see attachment) for each year must be turned in to KBS Director's secretary by 1 February of the following year. The year begins with the date of initial appointment; for current KBS students and postdocs, the initial year will be January 1 2010–December 31, 2010.

KBS graduate students

KBS graduate students typically spend their first year or two on campus. Students will be expected to complete initial RCR training as required by their home department. ***Completing this initial training with the home department and documenting it with the KBS Director's secretary will be a prerequisite for granting of KBS resident status.*** KBS resident graduate students will be expected to receive at least three hours of RCR training each subsequent year, with at least one hour consisting of one-on-one or lab meetings with their advisor. ***Documented training will be required to maintain good status as a KBS grad student (eligibility for scholarship/fellowship funding, etc.)***

KBS postdocs, research associates, undergraduates

KBS postdocs, research associates, and undergraduates will receive at least five hours of RCR training in their first year (with at least two hours consisting of one-on-one or lab meetings with their advisor) and three hours each subsequent year (with at least one hour consisting of one-on-one or lab meetings with their advisor). ***For postdocs/research associates, documented completion of RCR training will be required to renew their appointment.*** Undergraduates involved in summer research programs funded by research fellowships (REU or the equivalent) will be expected to complete the initial RCR training before the end of their research experience.

RCR Topics

The topics to be covered in RCR training at KBS include:

1. Data Acquisition, Management, Sharing and Ownership
2. Conflict of Interest and Commitment
3. Research Misconduct
4. Publication Practices and Responsible Authorship
5. Mentor / Trainee Responsibilities
6. Peer Review
7. Collaborative Science
8. Human Subjects (where required – most labs will not need this training)
9. Animal Welfare (where required – most labs will not need this training)

Acceptable RCR training sources

- One-on-one or lab meetings with the student/postdoc's faculty advisor (minimum two hours in first year, one hour in subsequent years)
- Up to two hours of RCR material will be covered in the KBS spring Professional Development Series and at least three hours of RCR material will be covered in the summer Research Methods Seminar. These will be led by KBS faculty members with topics drawn from the MSU Graduate School's RCR Resource library (<http://grad.msu.edu/researchintegrity/resources/>)
- MSU Graduate School Program in Responsible Conduct of Research and Scholarship presentations (<http://grad.msu.edu/rcr/>)
- Other public RCR training sessions as held by KBS or other faculty or sessions approved by the KBS Director
- Up to two hours of ORCBS Safety Training, Animal Use Training, or Human Subject Training can be used to fulfill the initial five hours of RCR training. Appropriate training needed will be determined by the faculty advisor

Summary of requirements for KBS students and postdocs

Year	Total	With advisor	Online ORCBS, Animal Use, Human Subjects Training
Initial (postdocs, undergraduates)	At least 5 hours	At least 2 hours	At most 2 hours
Subsequent (postdocs, undergraduates, resident grad students)	At least 3 hours	At least 1 hour	At most 2 hours
Non-resident grad student	Follow home department requirements		

Certification of Training

Each individual must complete the attached form indicating what training they have receive, the topic and how it was done and time involved. Completed forms must be turned in to the KBS Director's office by 1 February of the following year. The KBS Director's office will maintain a file of all certification forms for each laboratory. Graduate students will need to submit completed forms to their home departments.

KBS Responsible Conduct of Research Log

Name:

Position:

Supervisor:

Period covered:

Date	RCR Training Description	Time	Signature of instructor/advisor

Note: Five hours required in first year, three hours required each subsequent year

Student/Postdoc:

Signature / Date:

Advisor:

Signature / Date:

Completed forms should be turned into Jenny Smith, Director's Executive Secretary, by 1 February.