

## **KBS Responsible Conduct of Research Plan**

(Initially Approved June 2010, Revised October 2016)

### **Background**

MSU requires training in the Responsible Conduct of Research (RCR) for all graduate students, and undergraduates & postdocs who contribute to the design, conduct, or reporting of USDA-, NSF-, and NIH-funded research. This plan outlines the RCR requirements of KBS students and postdocs. ***It is the responsibility of the student/postdoc and their faculty advisor to ensure that these requirements are met and documented.***

### **Graduate students**

All KBS graduate students are enrolled in campus-based graduate programs. ***Students are expected to follow the RCR training requirements of their home (primary degree-granting) program.*** This training should align with MSU's Basic University RCR Plan. Completing this training with the home program, and documenting it with the KBS Director's secretary annually, will be a prerequisite for granting of KBS resident status and continued good status as a KBS grad student (eligibility for scholarship/fellowship funding, etc.)

### **Postdocs & research associates**

KBS postdocs & research associates are expected to follow MSU's Basic University RCR Plan for graduate students, modified as below.

*Year 1:* Complete the following 4 CITI online modules available at <http://ora.msu.edu/CITI-RCR-registration>:

- 1) Introduction to the Responsible Conduct of Research
- 2) Authorship
- 3) Plagiarism
- 4) Research Misconduct

*Years 2+:* Complete 3 hours of annual refresher training (*e.g.* additional CITI modules, group discussions led by PI or other faculty, Graduate School RCR workshops <https://grad.msu.edu/rcr>).

### **Undergraduates**

Undergraduates involved in summer research programs funded by the USDA, NSF, or NIH (*e.g.* REU students) are expected to participate in the KBS Undergraduate Professional Development course, which includes at least three hours of training in RCR. Details are available at: <http://www.kbs.msu.edu/education/undergraduate-program/research-experiences-for-undergraduates-reu/>

### **Certification of Training**

Each graduate student, postdoc & research associate must submit to the KBS Director's office a copy of their SABA LMS certification of the year's training. The

KBS Director's office will maintain a file of all certification forms. Graduate students will also need to submit completed forms to their home departments.

Undergraduates will be certified by the KBS Academic Programs Coordinator, who coordinates the Undergraduate Professional Development course.

**KBS RCR Certification Sheet**

Please fill out this sheet and have the individual administering the training (Academic Programs Coordinator, Lab PI, trainer, etc.) sign to certify completion of the training.

\*\*\*Undergraduates are required to complete 5 hours of training by the end of the summer.

<b><u>Date</u></b>	<b><u>Name of Training &amp; Number of Hours</u></b>	<b><u>Certification Signature</u></b>