

Oklahoma State University Policy and Procedures

REQUIREMENTS FOR TRAINING IN THE RESPONSIBLE CONDUCT OF RESEARCH (RCR)	4-0201 RESEARCH November 2009
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PURPOSE AND SCOPE

1.01 Education and training in the ethical and responsible conduct of research is an essential element of training for individuals who will be pursuing advanced degrees or engaged in research in any field. The purpose of this policy is to establish minimum responsible conduct of research (RCR) training requirements for such individuals.

1.02 Federal funding agencies, including the National Institutes of Health (NIH) and the National Science Foundation (NSF), require, as a condition of receiving funding from such agencies, that institutions develop formal training in RCR for students and postdoctoral fellows and associates supported by federal grant funds.

1.03 As a Research-Extensive institution, Oklahoma State University has an obligation to take steps to ensure that its advanced degree recipients, faculty, and research staff have a thorough working knowledge of matters related to responsible research behaviors. At a minimum, these include: proper citation of other work, plagiarism, research misconduct, intellectual property and copyright, falsification and unwarranted editing of data, conflict of interest, authorship on manuscripts, and mentor-mentee relationships. Other issues (e.g., ethical treatment of animals, human subject protocols, and handling of hazardous materials) may also be appropriate, depending on the discipline of study.

1.04 Postdoctoral fellows and associates, faculty, and students (both undergraduate and graduate) who are involved in research should receive appropriate, institutionally-endorsed, education and training in RCR. This applies whether or not they are supported by funds, internal or external, designated for research purposes.

POLICY

2.01 The Office of the Vice President for Research is responsible for providing on-line access to two training modules (one aimed at undergraduate students and one aimed at graduate students) which address RCR issues; these modules shall constitute an appropriate level of training for the purposes of this policy. A substitute module, or other material (e.g., course, seminar), may be used if certified for such use by the pertinent college dean.

2.02 Each postdoctoral fellow/associate, must, at a minimum, complete the material in §2.01 appropriate to the department in which they are employed within the two calendar months following the effective date of a pertinent employment action (EA) form.

2.03 Each degree-seeking graduate student must, at a minimum, complete the material in §2.01 prior to the end of the second semester of their enrollment or Spring 2010, whichever occurs later.

2.04 Each degree-seeking student to whom any of the following applies must complete the material in §2.01 within the two calendar months following either:

- A. the effective date of a pertinent employment action (EA) form providing support from external grant funds;
- B. the start date of any course in which the student is enrolled and for which research is an integral element of the course – e.g., honors thesis, masters thesis (5000), or doctoral dissertation (6000); or
- C. for undergraduate students, conducting activities identified by his/her advisor as involving research.

2.05 Advanced degree students and postdoctoral fellows/associates, will, in many cases, be required to complete additional, more discipline-specific, RCR training. For students, such requirements are part of the requirements for graduation. The scope and extent of the required additional RCR training (e.g., course, seminar, module) are at the discretion of the department; graduate advisory committees may augment these requirements for individual students. To assist in identifying appropriate material, a list of courses with RCR content will be made available on the Graduate College website.

2.06 Both for their own edification and to assist students who may have questions related to the appropriate module, all OSU faculty members are strongly encouraged to complete the appropriate material in §2.01.

PROCEDURE

3.01 Upon an individual's completion of material in §2.01, documentation certifying such completion should be filed in the appropriate departmental office.

3.02 For graduate students, the required Plan of Study form will include a means of indicating compliance with the provisions of §2.03. In the transitional phase of this policy, graduate students who complete the material in §2.01 after the submission of their Plan of Study should attest to completion of the material in §2.01 on a separate form, which will be available on the Graduate College website. The Graduate College will then annotate the student record accordingly.

3.03 In order to promote compliance with the provisions of §§2.02 and 2.04 a), students and postdoctoral fellows/associates who are supported by external grant funds and who have not completed the material in §2.01 within the two calendar months following the effective date of the EA form shall have their employment terminated at the end of the two-calendar-month period. Reinstatement of employment is strictly conditional on satisfactory completion of the pertinent material.