

## Oklahoma State University Policy and Procedures

<b>REQUIREMENTS FOR TRAINING IN THE RESPONSIBLE CONDUCT OF RESEARCH (RCR)</b>	<b>4-0201 ACADEMIC AFFAIRS August 2009</b>
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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 engaged in research in any field. The purpose of this policy is to establish minimum responsible conduct of research (RCR) training requirements for students.

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 & Technology Transfer is responsible for providing on-line access to an appropriate overview RCR training module. Substitute modules may be used to fulfill this requirement of the policy if certified for such use by the pertinent college dean.

2.02 Each postdoctoral fellow/associate, must, at a minimum, complete a module 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 graduate student must, at a minimum, complete a module appropriate to the department in which they are enrolled prior to Spring 2010, or their second semester of their enrollment, whichever occurs later.

2.04 Each student (both undergraduate and graduate) must complete a module appropriate to the department in which they are enrolled 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. enrollment in any course for which research is an integral element of the course – e.g., honors thesis, masters thesis (5000), or doctoral dissertation (6000); or
- C. 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. For a doctoral student, certification of completion of such discipline-specific training is a requirement for admission to doctoral candidacy, and the form submitted to admit a student to doctoral candidacy will provide a means of indicating such completion. 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 an appropriate module.

### PROCEDURE

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

3.02 In order to promote compliance with the provisions of §2.03, all graduate students will, effective Spring 2010 or the first semester of enrollment (whichever is later), have enrollment

holds placed upon them for the semester/term immediately following. An advisor may remove such a hold only upon documentary proof of the student having completed the appropriate module being placed in the student's departmental file.

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 an appropriate module 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 appropriate module.