

Mississippi State University
Mississippi Agricultural & Forestry Experiment Station (MAFES)
Forest & Wildlife Research Center (FWRC)
Responsible Conduct of Research

PURPOSE

The purpose of this operating procedure is to define requirements for training in Responsible Conduct of Research (RCR) for MAFES and FWRC personnel. This guidance is intended to work in tandem with OP70.03

BACKGROUND

Federal sponsors, including but not limited to the National Institutes of Health (NIH), National Science Foundation (NSF) and National Institute of Food and Agriculture, require that recipients of federal funding implement policies and training programs that help to ensure responsible conduct of research.

Responsible Conduct of Research (RCR) training is intended to promote the responsible conduct of research, and to discourage research misconduct and questionable research practices, through education. Core areas defined for instruction include data acquisition, management, sharing and ownership; mentor/trainee responsibilities; publication practices and responsible authorship; peer review; collaborative science; research misconduct; conflict of interest and commitment, human subjects, and research involving animals.

DEFINITIONS

Responsible Conduct of Research (RCR) is defined as the practice of scientific investigation with integrity. It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research.

Research Misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing or reviewing research, or in reporting research results (see http://ori.hhs.gov/documents/42_cfr_parts_50_and_93_2005.pdf). Research Misconduct, however, does not include honest error or honest difference of opinion.

GUIDANCE for MAFES and FWRC Personnel

All MAFES and FWRC scientists, Administrators, Research Associates, Graduate Research Assistants, and Post-doctoral Associates are required to complete the 2 RCR training components listed below: MyCourses RCR Training video (13 min). This video explains what RCR is, NIH, NSF, and NIFA requirements, and the MSU RCR implementation plan. To view the video do the following:

- a. From the www.MsState.edu log in to MyState using your NETID and password
- b. Click on the Classroom tab

- c. Click on "Access myCourses"
- d. Click on "Self-Enrollment"
- e. Scroll down and click on "Enroll" next to "RCR Training"
- f. Follow the instructions
- g. After completion of the module the Office of Research Compliance (ORC) will receive a notification of your completion;

and one of the following 2 training options

1. Training Option 1: RCR Training module through CITI Program <http://www.citiprogram.org/>. This online course has about 9 modules and takes about 2 hours to complete. Follow the instructions in the attached pdf or at following URL (<http://orc.msstate.edu/conduct/training/citi/>). MSU-ORC will receive a notification following successful completion.

or

2. Training Option 2: Successful completion of an approved credit course in Research Ethics within the first 12 months of the award. Information on approved courses can be found at <http://orc.msstate.edu/conduct/training/>.

All other support staff and undergraduates: As a matter of policy, MAFES/FWRC require that all personnel paid from NIFA competitive, Hatch (MAFES 16 funds), or McIntire-Stennis (FWRC 17 funds) funds complete RCR training *unless* granted an exemption. Current exemptions are defined below.

Classes of employees *exempt* from RCR training requirements include:

- employees working exclusively in an administrative role on a project (for example; administrative assistants, office associates, etc.).
- employees whose project roles do not include core principles covered by RCR training (for example; washing glassware, providing animal care, plot preparation, equipment operation/maintenance, greenhouse labor, etc.).

Other non-PI participants on NSF and NIH Competitive Awards

Non-PI Participants on NSF or NIH competitive awards: for NIH this includes undergraduate students, graduate students, postdoctoral researchers, and any staff; for NSF this includes undergraduate students, graduate students, and postdoctoral researchers – must complete RCR training via one of the two options listed below:

1. Training Option 1
 - a. Complete the CITI training (<http://www.citiprogram.org/>) as described above within 90 days of the start of the award (or hiring of new participants added during the performance period)

and

- b. Participate in 4 (8 for NIH) face-to-face 1 hour training sessions hosted on campus by ORC within the first 12 months of the award. Information on dates, times, and topics for seminars is at <https://ssl2.msstate.edu/orc/workshops/loginorc.php>;

or

2. Training Option 2. - Successful completion of an approved credit course in Research Ethics within the first 12 months of the award. Information on approved courses can be found at <http://orc.msstate.edu/conduct/training/>.

It is the PIs responsibility to ensure that all participants on an award comply with training requirements.

Sponsored Programs Administration will not issue an award from NIFA, NSF, or NIH until the PI and Co-PIs have completed these training requirements.

For more information on MSU RCR Implementation Policy and Implementation Plan see <http://orc.msstate.edu/conduct/>.

Approved:



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6/20/16
Date