OGRD Guideline 8
Responsible Conduct of Research (RCR) Plan
A Guide to Training and Mentoring Students and Postdoctoral Researchers
WASHINGTON STATE UNIVERSITY
Office of Research

WSU principal investigators (PI) represent many disciplines and utilize a variety of research methodologies. PI's are guided by numerous federal, state, local, and institutional codes and regulations. The following mandates, regarding the training and mentoring of researchers, research employees, and students in RCR have been issued:

- The National Science Foundation (NSF) has implemented this law under their Grant Proposal Guide Chapter II.C (d) and Award and Administration Guide Chapter IV.B.

- The United States Department of Agriculture/National Institute of Food and Agriculture also requires an RCR program to be in place for funded research.

- The National Institutes of Health: Notice number NOT-OD-1-019 includes a Duration of Instruction component.

RESPONSIBLE PERSONS

WSU’s Institutional Official, the Vice President for Research (VPR), is required to ensure that WSU has an RCR Plan and that subsequent plans for certification and compliance are properly promulgated. This Guideline serves that function. The VPR has implemented the following:

- Upon proposal submission, the eREX form requires the PI to certify that they will, if awarded, ensure that all employees and students paid on an NSF funded project take the required and other applicable training as outlined in this Guideline.

- Upon receipt of an NSF grant award, the Office of Research Operations and Support (OROS) will again require that the PI acknowledge receipt and understanding of this Guideline.

The Principal Investigator is responsible to ensure completion of RCR training and to mentor all students, employees, and postdoctoral researchers involved in a research or sponsored activity. The PI must have a program to inform, monitor and train these employees and students about RCR. Please refer to Section II.C.1 – Faculty Responsibilities, Faculty Code of Professional Ethics of the WSU Faculty Manual.
REQUIRED RCR TRAINING

Provided on-line through the Office of Research Assurances.

OTHER REQUIRED TRAINING

Collaborative Institutional Training Initiative (CITI)-required for investigators who are engaged in human subject research.

Departmental training which may be specific to the field of study and/or the lab where the research is being conducted. Some examples of Departmental Training are:

- VPa 548, Introduction to Research. This is a required course for new Department of Veterinary Microbiology and Pathology graduate students. Graduate students from other departments may also enroll.
- PHIL 365 Biomedical Ethics and PHIL530 Bioethics. Strong components on science and scientific research, responsible and ethical conduct of research. This course is aimed primarily at life science graduate students. Some Philosophy students take it as well.
- NEP 520 Research Methods Ethics, scientific conduct and misconduct, publishing research, and basic principles of human and animal research ethics. Addresses the broad span of different types of research in the unit and includes special integrated research.

Other directed training for detailed issues related to a specific project. Some examples offered on WSU Office of Research Training website:

- Radiation Safety Training for projects which may handle radiation.
- Animal Care and Use for projects which may include animal subjects.
- Other training for specific areas of importance in research:
  - Detailed Human Subjects Training
  - BioSafety and Biohazards Training
  - Faculty Responsibilities in Research Training
  - Export Controls Training

Policies and Regulations associated with Ethics, Responsible Conduct of Research in Sponsored Activity, and WSU Employment.

ETHICS:

RCW 42.52.360 Authority of Executive Ethics Board
WSU Executive Policy Manual #27
BPPM 10.21 (April 01) Summary of Ethics Laws and Policies
BPPM 10.22 Possible Ethics Violations
Rev. 1-22-16
EMPLOYEE CONDUCT REQUIREMENTS:

WSU’s Faculty Manual
Administrative Personnel Handbook
Title 357 of the Washington Administrative Code for personnel
BPPM 10.20 (Feb 09) Improper Governmental Actions (Whistleblower Act)
Responding to Allegations of Scientific Misconduct policy
Provided by Human Resource Services via conferences and online information

- New Employee Orientation
- New Employee Safety Orientation

STUDENT CONDUCT REQUIREMENTS:

Student Conduct Office—Standards of Conduct for Students
Graduate School Rights and Responsibilities related to Graduate Students

ALL WSU EMPLOYEES AND STUDENTS:

WSU employees and students shall:

- Understand and be familiar with applicable Washington State laws and WSU policies and procedures,
- Complete required training to perform the duties required of them in their role in the Research or Sponsored Activity as a WSU employee or student, and
- Be familiar with the goals and direction of WSU and the Research or Sponsored Activity in which they are involved.

MENTORING RESOURCES:

- The NSF Grant Proposal Guide provides examples of mentoring activities to include, but not limited to: career counseling; training in preparation of grant proposals; publications and presentation skills; training in responsible professional practices; and guidance on conducting effective research collaborations.

- National Postdoctoral Association

OTHER ADDITIONAL RESEARCH TRAINING RESOURCES:

Collaborative Institutional Training Initiative (CITI) for live animal and human subjects training.

Making the Right Moves, A Practical Guide to Scientific Management for Postdocs and New Faculty, Second Edition. © 2006 by the Howard Hughes Medical Institute and Burroughs Wellcome Fund. All rights reserved.

Seminars and Live Training:

• Professional Development Series sponsored by the Graduate School and Office of Research.
• Animal Awareness Seminar provided by WSU’s Campus Vet.
• Responsible Conduct of Research Lecture, WSU Research Assurance, contact Mike Kluzik at 335-9553 or mkluzik@wsu.edu.
• Biosafety Lecture, WSU Biosafety Office, Contact Levi O’Loughlin at 335-1585 or levi.oloughlin@wsu.edu.