Department of Fisheries and Wildlife

Responsible Conduct of Research: Requirements

Fall 2011

***All* Fisheries and Wildlife faculty are required to annually provide documentation that *all* personnel taking part in MSU-based research under her/his direction have fulfilled the RCR training requirements.**

Principal Investigators (MSU tenure stream and non-tenure stream faculty) are not required to meet the RCR requirements. It is expected that PIs are familiar with the professional responsibilities and standards associated with research. **The PI is responsible for ensuring that all research personnel under her/his direction have fulfilled the RCR training requirements.** The project PI is expected to be familiar with the MSU Faculty Handbook (http://[www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/index.htm](http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/index.htm)), in particular the section on *Faculty Rights and Responsibilities* and *Section VI. Research and Creative Endeavor.*

All personnel involved with MSU-based research must complete RCR training**.** MSU-based research includes any research project using:

* funds that are managed within the MSU financial system (e.g, grants, fellowships, endowments, gifts)
* any facilities or equipment owned by MSU or purchased using MSU funds, and/or
* personnel affiliated with MSU.

Personnel involved with MSU-based research include:

* All postdoctoral researchers – postdoctoral fellows, research associates and/or visiting researchers
* All graduate research assistants – hourly, GRA, fellowship
* Research Technicians
* All undergraduate research assistants – volunteer, hourly, fellowship
* Volunteers

**It is the responsibility of each of these individuals to document his/her training.** Directions for documenting training can be found in the document “Documenting your RCR training”.

All research personnel who come to MSU with “certification” in RCR from another institution must provide a copy of the certificate and the curriculum.

All project personnel will be familiar with the Department of Fisheries and Wildlife Graduate Student Handbook (particularly Section VIII. Department policies, procedures and facilities) and the Safety Manual (<http://www.fw.msu.edu/graduates/index.htm>)

Training, for each individual, must be initially a minimum of 5 hours of training. Training must be updated annually with a minimum of 3 hours of training. The annual cycle begins with the fall semester. Training must be reported annually.

Training can include:

* Online training for use of animal and/or human subjects
* Assigned readings
* Face-to-face discussions with the P.I. (can be one-on-one or as a group)
* MSU sponsored workshops (e.g. the Graduate School’s program on Research Misconduct) and programs (live and/or online)
* Department’s graduate student handbook and orientation
* Research methods courses
* Special seminars

In addition to the minimum hourly requirements, the following are required:

* Everything cannot be online
* Some portion ***must*** be face-to-face with the PI
* Research misconduct is a required topic.

**Initial training (minimum of 5 hours) may include:**

1. All individuals associated with a project that involves human subjects must be certified by the MSU Human Research Protection Program (HRPP) http://[www.humanresearch.msu.edu](http://www.humanresearch.msu.edu)

This training includes the online MSU tutorial for HRPP <http://35.8.104.116:591/ucrihs/ucrihs_tutorial> and the required CITI (Collaborative Institutional Training Initiative) to which MSU has access at http://www.citiprogram.org/

Total for this segment: 2 – 3 hours

All individuals associated with a project that involves live vertebrate animals must be certified by the MSU Institutional Animal Care and Use Committee (IACUC) as having completed the appropriate training program <http://www.animalresearch.msu.edu/training.html>

This training includes:

The mandatory online IACUC Animal Use and Care tutorial <http://www.iacuc.msu.edu/training/auc_tutorial/toc_tutorial.htm>

The mandatory online IACUC Species Specific Training

<http://www.animalresearch.msu.edu/specific_training.html>

The mandatory online Health and Safety Training available through the MSU Office of Radiation, Chemical and Biological Safety (ORCBS)

<http://35.8.104.118:591/osa/osa_intro.htm>

<http://www.hazmat.msu.edu/BSP/BSP_AC_intro.htm>

Total for this segment 2 – 3 hours

1. Attendance at the Graduate School’s Responsible Conduct of Research Workshops <http://grad.msu.edu/rcr/>

Follow-up face-to-face discussion with PIs as a Question & Answer session.

Total for this segment ~ 2 hours

1. Readings as assigned from the Graduate School “research integrity” website <http://grad.msu.edu/researchintegrity/resources/>

Follow-up face-to-face discussion with PIs as a Question & Answer session.

Total for this segment 1 - 2 hours

1. Face-to-face discussion with PIs. Topics to be discussed: Data management, Conflicts of Interest, Research Misconduct, Authorship and Publication Practices, Mentor/ Trainee Responsibilities, Collaborative Science.

Total for this segment ~ 1 hour

**Refresher training (minimum of 3 hours annually) may include:**

All individuals associated with a project that involves human subjects must complete the required recertification for Human Research Protection ~ 1 – 2 hours.

All individuals associated with a project that involves live vertebrate animals must complete the required recertification by the MSU Institutional Animal Care and Use Committee ~ 1 – 2 hours.

Face-to-face discussions with PIs, following assigned readings. Discussion topics may include: changes in federal research compliance guidelines; data acquisition, management, sharing & ownership; conflict of interest and commitment; human subjects; animal welfare; research misconduct; publication practices and responsible authorship; mentor/ trainee responsibilities;

peer review; and collaborative science. ~ 1 – 2 hours.