

Lake Forest College
Responsible Conduct of Research Training Policy

I. Introduction

The College has developed the following policy in response to the National Science Foundation (NSF) requirement that any research institution applying for program support from the NSF for science, engineering, or education research must include in its application narrative its plan for providing training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project. While it is understood that the responsible conduct of research (RCR) can be taught and learned in many ways and that standards can vary from discipline to discipline, Lake Forest College recommends use of the comprehensive responsible conduct of research web-based training program available through the Collaborative Institutional Training Initiative (CITI). The objectives of CITI's RCR training module include encouraging best practices in the conduct of research and scientific investigations and, fostering an ability to recognize an ethical choice and make a principled decision.

II. Lake Forest Responsible Conduct in Research Training Policy

a. Procedures for federal grants

Faculty members preparing a grant application for submission to a federal funding agency that includes one or more students in the capacity of research staff are required to certify, in writing, that he or she will include sufficient resources in the project's budget to provide the student(s) with training in the responsible conduct of research and ethical norms for the relevant discipline. Budgeting assistance is available from the Office of Grants and Sponsored Research (OGSR) and the Business Office.

Faculty members who are awarded a federal grant must ensure that their student research staff complete CITI's web-based RCR training module by subscribing as an "independent learner". Information about CITI's "independent learner" subscription service and access to the subscription order form are available on the web at <https://www.citiprogram.org/index.cfm?pageID=245>.

CITI will issue a certificate of completion for each student who has completed the RCR training module. Faculty are asked to forward a copy of each student's RCR training certification to the Office of Grants and Sponsored Research.

CITI's RCR training module provides core instruction on responsible conduct in several research areas including:

- General Research Ethics
- Authorship and Plagiarism
- Conflicts of Interest and Commitment
- Acquisition, Management, Sharing and Ownership of Data
- Research Misconduct
- Responsible Peer Review
- Collaborative Research

- Mentoring

b. Procedures for grants that are not federally sponsored

Faculty applying for or administering a non-federal grant that includes students as research staff are encouraged to use the CITI training module. Faculty should contact the OGSR with any questions they might have about using the CITI training module or including it in their funding request. Faculty applying for or administering a non-federal grant who decide not use the CITI training module are asked to forward their proposed RCR training plan to the OGSR for review and to receive certification. In addition to addressing the topics of responsible conduct of research and ethical norms for the relevant discipline, the plan should address the specific training curriculum and how students' mastery of the material will be assessed and recorded. Faculty members are encouraged to consult with the Director of Grants and Sponsored Research in developing their RCR training plan.