UNIVERSITY OF WISCONSIN – SUPERIOR

Policy Subject: **New Course Number (numberAP1201)**
Cabinet Division: **Provost's Office**
Date Revised: 6/14/11 (approved by Faculty Senate Executive Committee); 7/20/11 (approved by the Chancellor)

I. Background and Purpose

1.1 Training students and postdoctoral researchers in the responsible conduct of research is consistent with the mission of the University and the commitment of faculty to encourage collaborative interaction and promote excellence in teaching and learning. This policy complies with the America Creating Opportunities to Meaningfully Promote Excellence in Teaching, Education, and Science (COMPETES) Act (42 U.S.C.1862o-1), Section 7009.

II. Constraints

2.1 There are no constraints

III. Definitions

3.1 None

IV. Policy Statements

4.1 All students (undergraduate and graduate) and postdoctoral researchers at the University of Wisconsin-Superior who are supported by funding, in full or in part, from the National Science Foundation for research or education activities must participate in and successfully complete training in the responsible conduct of research. Students and postdoctoral researchers supported by other funding sources, such as internal or external grants, may also be required by their faculty mentors to engage in responsible conduct of research training.

V. Policy Procedures

5.1 The plan to train undergraduate students, graduate students, and postdoctoral researchers in the responsible conduct of research involves identification and notification, and training and verification. The Research Administrator will be the primary individual responsible for compliance with the responsible conduct of research plan.

5.2 Identification and Notification:
The Research Administrator in the Grants and Research Office will take the lead in notifying faculty of their obligation to ensure their student and postdoctoral researchers receive appropriate training in responsible conduct of research as part of their research project. In turn, faculty mentors will contact appropriate students and postdoctoral researchers to inform them about responsible conduct of research training and timelines for successful completion.

5.3 Training and Verification:
The University of Wisconsin-Superior's responsible conduct of research training emphasizes instructional areas suggested by the U.S. Department of Health and Human Services, Office of Research Integrity and guidelines from the National Institutes of Health. Responsible conduct of research training occurs in three components.

5.3.1 Component I: All identified students and postdoctoral researchers will be required to complete interactive online tutorials created by the Center of Materials and Devices for Information Technology Research (http://www.responsibleresearch.org). Tutorials 1.0 through 3.5 will be completed sequentially, though they do not need to be completed in one sitting. The amount of time to complete the interactive online tutorials is estimated to be between one and three hours. The students and postdoctoral researchers should complete the tutorials individually and on their own schedule, either prior to or in the early weeks of the research work. Interactive online tutorials overview researchers' rights and obligations; collaboration, communication, and grants management; and intellectual property. More specifically, they address core elements of:

- Data management
- Conflict of interest
- Research misconduct

- Responsible authorship
- Mentor/trainee relationships
- Collaborative science

The interactive online tutorials have a built-in system for verification. During registration, identified students and postdoctoral researchers provide their email address and indicate an affiliation with the University of Wisconsin-Superior. Upon tutorial completion, the Research Administrator receives an automated notification.

5.3.2 Component II: Students and postdoctoral researchers who will be involved in conducting experiments with human subjects require additional responsible conduct of research training. Faculty mentors are responsible for determining whether or not supplementary, specialized training must be completed and which areas need to be addressed. The students and postdoctoral researchers should complete the additional training individually and on their own schedule, either prior to or in the early weeks of the research work.

Training in the ethical and appropriate use of humans as research subjects is available online through the Collaborative Institutional Training Initiative (CITI) program (https://my.gradsch.wisc.edu/citi/index.php). Students and postdoctoral researchers provide verification of completion as required by the Institutional Review Board.

5.3.3 Component III: All identified students and postdoctoral researchers will engage with faculty mentors in individualized instruction related to responsible conduct of research as part of their research experience.

It is the responsibility of faculty mentors to devise and provide education that is appropriate for the content, context, and discipline of the research. Faculty mentors will submit a verification letter annually to the Provost with a copy to the Research Administrator confirming that suitable preparation in the responsible conduct of research occurred.

5.3.4 The Research Administrator will notify faculty mentors of instances of noncompliance with the responsible conduct of research plan and recommend a course of action and timeline for fulfilling requirements. In addition, the Research Administrator will be available to answer questions about the responsible conduct of research plan, direct faculty mentors to relevant online resources, and provide linkages to appropriate experts. This responsible conduct of research plan is part of the University of Wisconsin-Superior's ongoing commitment to passing along high ethical standards to the next generation of scholars.

V1. Compliance

6.1 Approved by Faculty Senate Executive Committee (6/14/11) and Chancellor Wachter (7/20/11)
6.2 No consequences
6.3 Faculty, Department Chairs and Enrollment Management staff are aware of this policy change.

VII. Attachments

7.1 no attachments