To: Dean Van Galen, Chancellor  
116 North Hall  
University of Wisconsin-River Falls

From: David Rainville, Chair  
Faculty Senate  
University of Wisconsin-River Falls

May 12, 2010  
RE: UW-RF Faculty Senate Motion 2009/2010/54

At the April 21, 2010 meeting of Wisconsin-River Falls Faculty senate, motion 2009-2010/54 was passed and is effective immediately. This motion is forwarded for your action.

A motion from the Executive Committee to approve the following Responsible Conduct and Research Policy (This comes from the Institutional Review Board and Animal Care and Use Committee, Bill Campbell is responsible for its introduction). This is required for NSF Funding.

University of Wisconsin-River Falls  
Administration Policy on Responsible Conduct of Research

I. Policy

Beginning on January 4, 2010, all undergraduate and graduate student researchers and postdoctoral researchers at the University of Wisconsin-River Falls 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. Student 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.

Background. Training undergraduate, graduate, and postdoctoral researchers in the responsible conduct of research is consistent with UWRF’s mission, its strategic plan, and the commitment of faculty to encourage collaborative interaction and promote excellence in teaching and learning. This policy also complies with the America Creating Opportunities toMeanfully Promote Excellence in Teaching, Education, and Science (COMPETES) Act (42 U.S.C.1862o-1), Section 7009.
II. Procedures
The plan to train undergraduate students, graduate students, and postdoctoral researchers in the responsible conduct of research involves: identification, training, and verification. The Provost, in consultation with the Director of Grants & Research, will be the university official responsible for compliance with the responsible conduct of research plan.

Identification. The Director of Grants & Research will take the lead in notifying faculty of their obligation to ensure their student, graduate student, and postdoctoral researchers receive appropriate training in responsible conduct of research as part of their research projects. In turn, faculty mentors will contact appropriate undergraduate students, graduate students, and postdoctoral researchers to inform them about responsible conduct of research training and timelines for successful completion.

Training and Verification. UWRF’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 may occur in three components.

Component 1: All undergraduate students, graduate students, and postdoctoral researchers whose research is supported by NSF 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 need not 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 undergraduate students, graduate students, and postdoctoral researchers should complete the tutorials individually and on their own schedule, either prior to or in the early weeks of their 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

By design, the interactive online tutorials have a built-in system for verification. During registration, identified undergraduate students, graduate students, and postdoctoral researchers provide their email address and indicate an affiliation with UWRF. Upon completion of the tutorials, the Director of Grants & Research will receive automated notification.
Component II: Undergraduate and graduate student researchers who will be involved in conducting experiments with human or animal subjects may require additional training in the responsible conduct of research training. Faculty mentors will determine whether or not supplementary, specialized training must be completed and which areas need to be addressed. The undergraduate students, graduate 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 paid research work.

Human subjects training is available online through the Collaborative Institutional Training Initiative (CITI) program (https://my.gradsch.wisc.edu/citi/index.php). Undergraduate students, graduate students, and postdoctoral researchers provide verification of completion as required by the Institutional Research Board.

Animal welfare training includes an online session through the Research Animal Resource Center (RARC) (https://pegasus.rarc.wisc.edu/training) and attendance at an Animal Care and Occupational Health and Safety session. Undergraduate students, graduate students, and postdoctoral researchers provide verification of completion as required by the Institutional Animal Care and Use Committee.

Component III: In future, federal, state, or institutional rules may require that all undergraduate student, graduate student, and postdoctoral researchers must engage in individualized instruction related to responsible conduct of research as part of their working relationship with faculty mentors. Once those rules apply, primary responsibility for devising and providing training that is appropriate for the content, context, and discipline of the research will be the responsibility of faculty mentors. Faculty mentors will submit a verification letter annually to the Director of Grants & Research confirming that the undergraduate and graduate students whose research they supervise were adequately prepared in the responsible conduct of research.

The Director of Grants & Research 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 Director will be available to answer questions about the responsible conduct of research plan, direct faculty mentors to relevant online resources, and provide linkages to key campus contacts. This responsible conduct of research plan is part of UWRF’s ongoing commitment to passing along high ethical standards to the next generation of scholars.

Approved

Disapproved

Dean Van Galen, Chancellor

5/17/10 Date