Plan for the Responsible Conduct of Research Training

**Effective Date:** January 4, 2010  
Revision Date: September 6, 2011  
Revision Date: July 23, 2014

**Applicability:** New proposals submitted, and awards received, on or after January 4, 2010

I. Introduction – Purpose and Scope

A. Effective January 4, 2010, the National Science Foundation (NSF) is requiring all funded students and postdoctoral scholars (postdocs) to undergo training in the responsible conduct of research (RCR). Any proposals submitted to NSF must certify Montclair State University (MSU) has a training plan in place for undergraduate, graduate, and postdocs who will be supported by NSF to conduct research. Training plans are not required to be included in the proposals submitted to NSF; however, these are subject to review by NSF upon request. In addition, other request for proposals may require RCR training and thus this policy would apply.

B. The plan establishes the minimum RCR training requirements for postdocs, and undergraduate and graduate students (“Required Individuals”) who are supported, i.e., stipend, tuition and fees, or travel support, by NSF or other federal programs requiring RCR training. The training will address RCR issues, such as proper citation of other work, plagiarism, research misconduct, intellectual property and copyright, falsification and unwarranted editing of data, conflict of interest, authorship on manuscripts, and mentor-mentee relationships.

II. Training

A. RCR training modules provided by Collaborative Institutional Training Initiative (CITI) will be used for RCR training.

B. All postdocs, and undergraduate and graduate students (“Required Individuals”) who are supported by an NSF award subject to the RCR training requirement must complete the required RCR training within eight weeks from the date of appointment on the NSF award.

C. Faculty members receiving NSF awards are encouraged by MSU to complete RCR training for their own benefit and to better advise and mentor Required Individuals in dealing with RCR issues.

D. The Compliance Administrator will determine if individuals who have completed RCR training at another organization will satisfy MSU’s RCR training requirement.
III. Internal Procedure

A. Upon receiving notification of an award subject to the RCR training requirement, the official notification will be sent from the Director to the Post-Award Manager.

B. After contacting the PI and setting the FRS the Post-Award Manager will send the official notification to the MSU RCR Coordinator (Compliance Officer).

C. The RCR Coordinator will send a standardized email to the PI (with a copy to the ORSP Program Assistant) regarding both Federal and institutional RCR requirements (sections I & II, above), and guiding them to the RCR tutorial on the MSU Compliance website.

D. The RCR Coordinator will acquire from the PI a written list of the names and ID numbers for all Required Individuals supported by the award prior to the commencement of the project and any Required Individuals added to the award post commencement. The RCR will work with the PI to arrange the most reasonable and efficient strategy for moving Required Individuals through the training modules to certification.

E. The RCR Coordinator will track RCR tutorial completions associated with MSU through the CITI's website on a monthly basis.

F. The Compliance Administrator will track RCR tutorial completions associated with MSU through the CITI's website on a monthly basis. When all Required Individuals paid through the grant have completed the tutorial and received a certificate through the system, the RCR Coordinator will notify the Post-Award Manager.

G. The RCR Coordinator will make a note of the date at which all faculty, staff, and students associated with the project (Required and Non-required Individuals) met certification and file the note in both the hard and electronic grant award folders.

H. On a quarterly basis, the RCR Coordinator will run a report to identify Required Individuals who have not met the requirement. The PI of the award will be contacted to follow-up with the individuals and take corrective action on the NSF award.

IV. Subawards

A. Subrecipients are subject to the same NSF requirements as MSU. A clause will be included in the terms and conditions of any NSF-funded subaward noting these requirements.

B. At the time of executing the subaward agreement, the Subrecipient will certify that they have their own plan that meets the NSF RCR training requirement or will agree to follow MSU’s plan.
C. With each invoice, the Subrecipient will certify that all Required Individuals have completed RCR training in accordance with the Subrecipient’s or MSU’s plan. Payment of the invoice will be withheld if the certification is not provided.

V. Roles and Responsibilities

A. **Principal Investigator (PI)** - The PI must ensure all Required Individuals meet the RCR training requirement. The PI must inform the Required Individuals of the NSF requirement at the time of appointment on the NSF award and provide necessary mentorship on RCR issues.

B. **RCR Coordinator** - The RCR Coordinator will be responsible for certifying all Required Individuals supported on an NSF award subject to the terms and conditions stated in NSF 10-1 have taken the required RCR training.

VI. Noncompliance

Required Individuals who have not completed the RCR required training by the dates noted above shall be removed from working on the NSF award and any costs paid to those Required Individuals will be transferred from the NSF award to an unrestricted chartfield string in accordance with the MSU Accounting Policies and Procedures.