A. Initial training (min 5 hr)

1) All faculty, graduate students, post-doctoral associates and other department employees (including undergraduate workers) who contribute to the design, execution or reporting of research (including that funded by NSF) will be provided an institutional overview of the responsible conduct of research, usually at department orientation programs for new researchers and students (1.5 to 2.0 hr). An overview of the following topics will be provided using the Powerpoint resources located at the MSU Graduate School website (http://grad.msu.edu/researchintegrity/resources):

Overview of topics presented in orientation:
- Introduction to Responsible Conduct of Research
- Authorship and Publication
- Collaborative Research
- Conflict of Interest
- Management of Research Data
- Mentor-Trainee Relationships
- Peer Review
- Plagiarism
- Protection of Human Subjects
- Protection of Intellectual Property
- The Continuum from Research Integrity to Research Misconduct
- Use of Animals in Research

2) Supplementing the overview will be individualized training by the appropriate PI of each research project, which will include face-to-face discussion of pertinent topics in the overview as related to the research project and its associated laboratory/field research group (0.5 to 1.0 hr). Readings may be assigned as needed, and each PI will provide a copy of the requisite NSF Conflict of Interest form to initiate a discussion of personal circumstances related to the funded project and to educate and provide an opportunity for questions related to COI in general.

3) Attendance at the Graduate School program on Research Misconduct and discussion of explicit expectations for responsible research as set forth by the Graduate School (~2.0 hr).

4) Readings assigned from the Research Integrity pdf files located at the MSU Graduate School website (http://grad.msu.edu/researchintegrity/resources), concluding with
individual meetings with the project PI for Q&A related to **authorship, collaborative science, and data issues** as appropriate (1.0 hr).

**B. Refresher training (min 3 hr annually)**

1) Department-wide discussion of RCR issues to be held each fall (1 hr) with a review of basic information.

2) Project-wide group discussion led by the project PI(s) will be held periodically throughout the year (0.5 to 1.0 hr each, to total at least 2.0 hr cumulatively), initiated by assigned reading of selected topics from MSU Graduate School website ([http://grad.msu.edu/researchintegrity/resources](http://grad.msu.edu/researchintegrity/resources)). These will include any new areas of federal research compliance.
Department of Horticulture Responsible Conduct of Research and Scholarship Program
COMPLETION FORM

Participant’s name_________________________________________________________
P.I. name______________________________________________________________
Project name____________________________________________________________
Funded by (if funded)____________________________________________________
IRB # __________________________________________________________________

Date Initials

TOPIC completed PI RCR Participant

A1. RCR orientation

A2. Project-specific reading
    & COI discussion

A3. Research misconduct seminar

A4. Authorship & Data discussion

B1. Departmental refresher review

B2. Project refresher discussion