Michigan State University
College of Nursing

Policy Regarding Training in the Responsible and Ethical Conduct of Research

Background:

Michigan State University (MSU) College of Nursing (CON) aims to foster a scholarly environment that promotes responsible and ethical research conduct. MSU CON will not tolerate research misconduct; and deals promptly with allegations or evidence of possible research misconduct. This policy outlines the CON policy on training and regulation of academic integrity in research and publication to promote compliance with the highest scholarly standards.

The Federal and University Office’s of Research Integrity outline the regulations and procedures that will help ensure the quality and integrity in research and publications, and recommend a combination of self-regulation, adherence to individual and professional standards, and reference to the highest research traditions and best practices that characterize academic research institutions.

Purpose:

This policy delineates the requirements for the necessary and mandatory training and oversight in the responsible and ethical conduct of research to all MSU CON Master’s and Doctoral students, as well as all students (undergraduate to postdoctoral), research staff and faculty who are supported by federal funding to conduct research.

Applicability:

This policy applies to all persons conducting federal level research for the CON, as well as all students enrolled in graduate programs delivered by the CON.

Definitions:

a. Research includes the exploration, discovery, interpretation, revision, and sharing of knowledge, including the creation of works for the enlightenment and intellectual stimulation of humans across all disciplinary fields from the arts and humanities to the sciences.

b. “Person conducting research” includes student assistants at all levels, postdoctoral researcher, graduate assistants, postdoctoral fellows, research associates, trainees, visiting researchers and faculty.

c. Responsible Conduct of Research is defined as conducting research in ways that fulfill the professional responsibilities of researchers, as those responsibilities are defined by their professional organizations, Michigan State University (MSU) and, when relevant, governmental and other entities that support and regulate research.

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d. Research integrity is the quality of possessing and steadfastly adhering to high professional principles, standards, and obligations, as prescribed by professional organizations, MSU, and, when relevant, governmental and other entities that support and regulate research.

e. Research Ethics is the critical study of the moral problems associated with, or that arise in the course of, pursuing research.

**Procedure:**

All persons who conduct research and graduate students in the CON shall be trained in the responsible conduct of research, research integrity, and ethical responsibilities. Evidence of successful completion of a minimum of five hours of formal training is required initially. Training shall be updated annually (minimum of three hours).

All training will be based on the Research Integrity guidelines and handbook (http://ori.dhhs.gov/education/products/RCRintro/) published by the Office of Research Integrity (http://ori.dhhs.gov/). Training will consist of face-to-face training, voice-over recordings and online module. All training will be evaluated with an appropriate validation procedure.

A. All persons conducting federal level research (include student assistants at all levels, postdoctoral researchers, graduate assistants, postdoctoral fellows, research associates, trainees, visiting researchers, research staff and faculty) will complete five hours of training and evidence of satisfactory completion of the training within the first three months of employment or at the time of assignment to a research activity followed by three hours of training in each subsequent year.

   a. Evidence of completion will be tracked by the MSU CON Nursing Research Center (NRC) Coordinator or designee.

   b. Training will be reported by the NRC to the Graduate School each semester.

   c. Compliance must be demonstrated within the first three months or the employee will be subject to termination.

   d. All Research Integrity content and evaluation for staff will be reviewed, approved, and updated by the Research Committee and administered by the Nursing Research Center.

B. Graduate students (Masters and PhD) will complete training through a carefully monitored curriculum appropriate for their program. Five hours training must be completed within their first year of their appointment to graduate study followed by three hours of training in each subsequent year.

   a. MSN students will be required to complete training in the following topics:

      i. Protection of Human Subjects

      ii. HIPAA

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iii. Introduction to Research Integrity Principles
iv. Mentor/Trainee Relationships
v. Plagiarism
vi. Collaborative Science.

b. PhD students will be required to complete training in the following topics:
   i. Human Subjects Protection
   ii. HIPAA
   iii. Overview of Research Integrity and Research Misconduct
   iv. Authorship & Publication
   v. Collaborative Research
   vi. Conflict of Interest
   vii. Management of Research Data
   viii. Mentor/Trainee Relationships
   ix. Peer Review
   x. Plagiarism
   xi. Protection of Intellectual Property
   xii. Use of Animals (only if trainee or major professor research includes use of animal models).

c. Evidence of the successful completion of training must be submitted by the student to the appropriate program Administrative Assistant.

d. Student training will be reported to the Graduate school by the Administrative Assistant through the Grad Info system.

e. Students who fail to demonstrate successful completion of annual training requirements are considered in academic jeopardy.

f. All Research Integrity content and evaluation for graduate students will be reviewed, approved, and updated by the Graduate Program Committee and maintained in the respective program offices.

Policy Violations:

Misrepresentation of the information required to be documented or reported under this Policy may result in disciplinary action, up to and including dismissal.

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