RESPONSIBLE AND ETHICAL CONDUCT OF RESEARCH
INSTITUTIONAL PLAN

King's College takes seriously its obligation to implement and support best practices in research. King's College has developed this Responsible and Ethical Conduct of Research (RCR) Institutional Plan to provide appropriate training and oversight in the responsible and ethical conduct of research. Responsible and ethical conduct of research is critical for excellence, as well as public trust, in science and engineering. Consequently, education in RCR is considered essential in the preparation of future scientists and engineers.

RCR training is available for everyone at King's College through specific King's departmental curriculum. The entire King's research community is encouraged to take advantage of available general training and training specific to their area of research. RCR training is mandatory for researchers supported by NSF and NIH as stated below and encouraged for everyone else anticipating support:

National Science Foundation (NSF)
NSF requires that at the time of proposal submission to NSF, a proposing institution's authorized representative certify that the institution has a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, postdoctoral researchers who will be supported by the National Science Foundation (NSF) and other federal entities to conduct research. Such training must include mentor training and mentorship.

National Institutes of Health (NIH)
NIH requires that all trainees, fellows, participants, and scholars receiving support through any NIH training, career development award (individual or institutional), research education grant, and dissertation research grant must receive training in RCR.

Training in RCR is most effective in the context of the day-to-day classroom and research activities. Principal Investigators are expected to make RCR part of their discussions with grant participants, which will foster interaction among faculty and students.

Occurrence of RCR Training
King's College requires that Principal Investigators require students obtain RCR training/certification before being hired on the sponsored project. Continual RCR training occurs through course instruction and faculty/student discussions. It is expected that undergraduate students will receive ongoing RCR training throughout their study at King's College. Certification is required only once.

Institutional and Academic Grants (IAG) is the Authorized Organizational Representative (AOR) for certifying that the Institutional RCR Training Plan is in place at the time of proposal submission. The office will be responsible for monitoring compliance of required RCR training, as follows:
1. IAG, as the contract/award receiving office, will identify and document the RCR requirement as applicable in the internal proposal preparation process. IAG will forward the information to the King's Business Office, who will flag the requirement in the International Resource Information System (IRIS).
2. IAG will submit email notification to the project's Principal Investigator, the Department Chair, and the Vice President for Academic Affairs about the RCR requirement and the King's RCR Training Confirmation form.
3. When the RCR training is completed, the King's RCR Training Confirmation Form must be signed by the trainee and the PI. Both documents are then submitted to: Michelle Giovagnoli, the Director of Institutional and Academic Grants, at michellegiovagnoli@kings.edu
The IAG will maintain receipt of the documents and cross reference the individuals who have met the RCR requirement with individuals identified in the IRIS payroll system as being employed on a sponsored project that requires RCR training. IAG will be responsible for following up with the PI, Business Office, Department Chairs and Vice President for Academic Affairs if full compliance with the RCR training has not occurred.

RCR Program Assessment
The RCR Institutional Plan is intended to provide flexibility in content and delivery and to address the varying needs of different disciplines at King's College. This plan will be regularly assessed and monitored as educational outcomes are evaluated and best practices are developed to advance RCR education at King's College. The plan

will also be assessed as NSF, NIH and other funding agency requirements change over time.

In complying with the RCR requirement, King's College has developed an RCR Institutional Plan, a copy of which is available online (http://www.kings.edu/academicgrants/grantguidelines.htm).

In accordance with NSF guidelines, all undergraduate students, graduate students, and postdoctoral researchers paid salary or stipend for research activities by NSF must receive training in RCR.

Your project has been identified as having to comply with the RCR training requirement. It is the PI's responsibility to communicate this information to their students and assure that they adhere to this requirement.

In order to assure compliance, all the steps below must be followed:
1. All undergraduate students, graduate students, and postdoctoral researchers must receive training in RCR.
2. When the RCR training is completed, the RCR Training Confirmation Form must be signed by the trainee and the PI. Both documents are then submitted to: Michelle Giovagnoli, the Director of Institutional and Academic Grants, at michellegiovagnoli@kings.edu
Should you have any questions regarding RCR compliance, please contact Michelle Giovagnoli at (570) 208-5847

The following language must be included in any award documents for all subawards at all tiers: The King's College Responsible and Ethical Conduct of Research Policy is a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, postdoctoral researchers, faculty, and other senior personnel who will be supported by the National Science Foundation (NSF) and other federal entities to conduct research. Such training must include mentor training and mentorship.