

**OGRD Guideline 8**  
**Faculty and Researcher Guidance on Training  
and Mentoring Undergraduate Students,  
Graduate Students, and Postdoctoral  
Researchers in the Responsible and Ethical  
Conduct of Research (RCR)**  
**WASHINGTON STATE UNIVERSITY**  
*The Office of Research, Office of Grant and Research  
Development, Office of Research Assurances*  
October 2009

**SUBJECT: Guidance for Faculty and Researchers to Provide Training and Mentoring for Undergraduate Students, Graduate Students, and Postdoctoral Researchers in the Responsible and Ethical Conduct of Research (RCR) Involved in Research or Sponsored Activity**

WSU researchers come from many disciplines and use a variety of research methodologies. Researchers are guided by many federal, state, local, and institutional codes and regulations. Additional mandates regarding the training and mentoring of researchers, research employees, and students in RCR has been issued through the [America COMPETES Act](#) (Public Law 110-69, H.R. 2272, section 7009). To respond to the added requirements it is essential that researchers and all employees and students, involved in research or sponsored activity, are aware of and understand the ethical conduct policies associated to their given role in research and as an employee or student of Washington State University. State and University ethics and RCR policies and guidelines incorporate a set of standards designed specifically to guide the work of employees and students as educators, researchers, and students involved in research or sponsored activity. The objective of this guideline is to inform and remind researchers and employees, that ethical conduct, according to the cited laws and policies below, must be valued and performed in order to accomplish our goal to maintain the integrity of our research, our research community, and of all those with whom we have professional relations.

The responsibility for ensuring the completion of RCR training and mentoring in RCR for all students and postdoctoral researchers involved in their research or sponsored activities rests with the employing department and the lead professor/individual assigned to such research or sponsored activity. Lead researchers/individuals should ensure that a means of informing, mentoring, and training their employees and students about RCR is implemented prior to and throughout any involvement in a research or sponsored activity. Employees and students must be responsible for reading, understanding and implementing the particular requirements associated to such regulations as well as gaining any counsel related to questions or concerns as indicated in each regulation.

**REQUIRED TRAINING:**

- The Office of Grant and Research Development will complete quarterly verification checks to ensure that all employees and students paid on any NSF grant have taken the required RCR training as noted below.

- All WSU employees and/or students working in research and/or other sponsored projects are required to complete the RCR training as communicated by the Office of Research in the [Research or Sponsored Activity Directive dated January 16, 2006](#).
- In addition, employees and/or students must complete the other required training noted below to ensure that all aspects of research compliance education are completed.

### **REQUIRED RCR TRAINING**

- Provided on-line through the [Office of Research Assurances](#)
  - [Responsible Conduct of Research Training at myresearch.wsu.edu](#)  
The courses below are required for Faculty, Staff, Undergraduate and/or Graduate Students and satisfies WSU's requirement for Responsible Conduct of Research Training.
    - [Responsible Conduct of Research Education - Faculty, Staff, and Undergraduates](#)
    - [Responsible Conduct of Research Education - Graduate Students](#)
    - [Medical, Pathological Biohazard Waste Handling - HAZMAT Employees ONLY](#)
    - [Transport and Shipping of Hazardous Materials and Dangerous Goods: WSU General Awareness Training](#)

### **OTHER REQUIRED TRAINING<sup>1</sup>**

- Provided on-line through the [Office of Research Assurances](#)
  - [Responsible Conduct of Research](#)—Lab Management-required for all researchers as well as students and employees working with the research.
  - [Collaborative Institutional Training Initiative \(CITI\)](#)-required for investigators who are engaged in human subject research

### **Other Recommended Training**

- Miscellaneous Training available at [myresearch.wsu.edu](#) which includes:
  - Radiation Safety Training
  - Detailed Human Subjects Training
  - Detailed Animal Subjects Training
  - BioSafety and Biohazards Training
  - Faculty Responsibilities in Research Training
  - Export Controls Training
- Provided by [Human Resource Services](#) via conferences and online information
  - New Employee Orientation
  - New Employee Safety Orientation

## **Policies and Regulations associated with Ethics, Responsible Conduct of Research in Sponsored Activity, and WSU Employment**

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<sup>1</sup> Some positions and tasks performed at WSU may require additional training. This list is not intended to list all required training for WSU generally.

## **ETHICS:**

- [RCW 42.52.360 Authority of Executive Ethics Board](#)
- [WSU Executive Policy Manual #27](#)
- [BPPM 10.21 \(April 01\) Summary of Ethics Laws and Policies](#)
- [BPPM 10.22 Possible Ethics Violations](#)
- [Ethics in Public Service Training](#)
- [US DHHS-Office of Research Integrity](#)

## **EMPLOYEE CONDUCT REQUIREMENTS:**

- [WSU's Faculty Manual](#)
- [Administrative Personnel Handbook](#)
- [Title 357 of the Washington Administrative Code for personnel](#)
- [BPPM 10.20 \(Feb 09\) Improper Governmental Actions \(Whistleblower Act\)](#)
- [Responding to Allegations of Scientific Misconduct policy](#)

## **STUDENT CONDUCT REQUIREMENTS:**

- [Student Conduct Office-- Standards of Conduct for Students](#)
- [Graduate School Rights and Responsibilities related to Graduate Students](#)

## **ALL WSU EMPLOYEES AND STUDENTS:**

- [WSU's overall goal and mission statement.](#)
  - WSU employees and students need to:
    - understand and be familiar with applicable Washington State laws and WSU policies and procedures,
    - take the required training to perform the duties required of them in their role in the Research or Sponsored Activity as a WSU employee or student,
    - and be familiar with the goals and direction of WSU and the Research or Sponsored Activity in which they are involved.