Overview
This document summarizes the Department of Forestry’s policies and procedures on training in Responsible Conduct of Research (RCR). Tracking and monitoring of RCR training is conducted using the Research Training Tracking System, which is available through the Forestry RCR Tracking page. This policy was developed to comply with federal and university requirements. All Forestry faculty are required to provide annual documentation that all personnel taking part in research under their supervision have fulfilled their RCR training requirements. RCR training is required for all individuals who are involved in research in faculty labs in the Department of Forestry, including: post-doctoral researchers, graduate students, technicians and undergraduate students.

Topics to be covered
RCR training should address the following topics:
1. Data acquisition, management, sharing & ownership
2. Conflict of interest and commitment
3. Research misconduct
4. Publication practices and responsible authorship
5. Mentor/trainee responsibilities
6. Peer review
7. Collaborative science
8. Human subjects (if applicable)
9. Animal welfare (if applicable)
10. Laboratory Safety and Chemical Hygiene (if applicable)

Post doctoral scientists and graduate students are required to receive training in all topic areas. P.I.’s can tailor training of undergraduate students and technicians to a level of detail that is commensurate with their involvement in research. For example, if personnel are not participating as authors they would not need training in authorship and peer review. All personnel must receive training in Research Misconduct. Personnel can be hired and begin work before training has been completed; however, training should begin as soon as possible.

Requirements
Each individual must complete a minimum of five hours of initial training, and then annual refresher sessions with a minimum of three hours annually. Online activities, workshops, seminars and sections of FOR 802 can count toward the required hours of training; however, there also needs to be significant face-to-face discussions with the P.I. The face-to-to face component can be carried out individually, or in lab group meetings. Face-to-face training should be tailored to specifics of your discipline and research project(s).

Initial training (minimum 5 hours)
1. Participation in one of the following courses:
   i) Graduate School RCR Seminar Series (http://grad.msu.edu/rcr),
ii) Online RCR training for Biomedical Investigators through the Collaborative Institutional Training Initiative (CITI) (http://www.citiprogram.org),

iii) Online RCR training through Epigeum (http://grad.msu.edu/researchintegrity/Epigeum.aspx)

iv) Sessions of FOR 802 dealing with RCR. Note that FOR 802 does not cover all of the topics in the list above, so PIs must ensure that graduate students supplement FOR 802 with topic-specific training through the Graduate School, CITI or Epigeum.

2. Completion of required training courses in Animal Use, Human Subjects and Lab Safety.
   i) Required for personnel on projects involving human subjects
      Individuals will be certified by the MSU Human Research Protection Program (HRPP; http://www.humanresearch.msu.edu). This training includes the online MSU tutorial for HRPP (http://35.8.104.116:591/ucrihs/ucrihs_tutorial) and the required CITI (Collaborative Institutional Training Initiative) to which MSU has access (http://www.citiprogram.org/).

   ii) Required for personnel on projects that involve live vertebrate animals.
      Individuals will be certified by the MSU Institutional Animal Care and Use Committee (IACUC) as having completed the appropriate training program (http://www.animalresearch.msu.edu/training.html). This training includes: the mandatory online IACUC Animal Use and Care tutorial (http://www.iacuc.msu.edu/training/auc_tutorial/toc_tutorial.htm); the mandatory online IACUC Species Specific Training (http://www.animalresearch.msu.edu/specific_training.html); and the mandatory online Health and Safety Training available through the MSU Office of Radiation, Chemical and Biological Safety (ORCBS) (http://35.8.104.118:591/osa/osa_intro.htm; http://www.oeos.msu.edu/TRAIN/BSP/)

   iii) Required for all personnel working in a laboratory where hazardous chemicals are handled or stored.
      Individuals will complete initial lab safety and chemical hygiene training offered online by ORCBS (http://www.aware.msu.edu/TRAIN/CHI/)

3. Review of relevant topics in face to face discussions with PI.

Refresher Training (minimum 3 hours each year)
1. Completion of appropriate refresher training and recertification in Human Subjects, Animal Use and Lab Safety.
2. Review of relevant topics in face-to-face discussions with PI.

Documenting RCR Training
Tracking and reporting of RCR training is done through the Research Training and Tracking System (RTTS) developed by the College of Engineering, the Graduate School and the Division of Engineering Computing Services.
Instructions for individuals requiring RCR Training:

1. Access RTTS at: https://www.egr.msu.edu/secureresearchcourses/
2. Log in with your MSUNetID and password.
3. Select Create/Edit Trainee Account in the upper left-hand corner.
4. Select College of Agriculture and Natural Resources.
5. Select Trainee Type
6. Select Forestry from the drop-down menu
7. Enter the MSU NetID of the Principal Investigator for the project you are working on.
8. When all the information on the page is correct, click “Save”
9. You will be brought to the Add/Edit Training Courses page.
10. Click on the Add Course from Primary College/Department
11. From the drop-down menu pick a course. Some courses have fixed topics while others such as “PI Meeting” or “Other” have a field where topic descriptions must be added.
12. Fill in the Number of Hours, Training Date, and any Notes.
13. Hit “Save”.