



LAND POLICY  
I N S T I T U T E

## **Education and Training Plan for Responsible Conduct of Research and Scholarship**

*March 2010*

Land Policy Institute (LPI) students and postdoctoral researchers who are involved in the design, conduct or reporting of an NSF-funded project must participate in training relative to the responsible and ethical conduct of research and research integrity. A minimum of five (5) hours of formal training is required, with an annual update (minimum of three (3) hours) throughout their appointment on the NSF-funded project. The funded department, school and/or graduate program shall be responsible for documenting compliance with this training requirement. For graduate students, this information will be recorded in the Michigan State University (MSU) GradInfo database system.

The Land Policy Institute initial education training will consist of the following activities:

1. The student and/or postdoctoral researchers will be given required readings from the MSU website on research integrity and other MSU resources, particularly those that are related to the specific project. These readings may include:
  - a. Article: *Guidelines for Integrity in Research and Creative Activities*
  - b. Presentation: *No Plagiarism! Clear Advice for Students and Scholars*
  - c. Peer Review Quick Guide
  - d. Article: *Preempting Discord: Prenuptial Agreements for Scientists*
  - e. MSU Policy on Research Data: Management, Control and Access
  - f. MSU Guidelines on Authorship
  - g. MSU Policy on Conflict of Interest

Time Commitment: 3 hours

2. The researcher will attend the MSU Graduate School workshop on Research Misconduct.

Time Commitment: 1 hour

3. An in-person discussion between the researcher and the NSF-funded project principal investigator (PI) will take place to discuss issues of research integrity, confidentiality, recognition, disclosure and compliance related to the specific project. Topics that will be covered include:

- a. Data acquisition, management, sharing and ownership
- b. Publication practices and authorship issues
- c. Peer review processes
- d. Mentor/trainee responsibilities
- e. Collaborative science

Time Commitment: 1 hour

4. Where appropriate (i.e. with NSF-funded projects involving human subjects), the researcher will be certified by the MSU Human Research Protection Program: <http://www.humanresearch.msu.edu>. This certification process requires the individual to participate in an online tutorial ([http://35.8.104.116:591/ucrihs/ucrihs\\_tutorial/](http://35.8.104.116:591/ucrihs/ucrihs_tutorial/)) and the Collaborative Institutional Training Initiative (CITI) training renewal program (<http://www.citiprogram.org>).

Time Commitment: 1 hour

The LPI refresher training will consist of the following activities:

1. The student and/or postdoctoral researchers will be given required readings from the MSU website on research integrity and other MSU resources, covering different topics than the previous year.

Time Commitment: 2 hours

2. An in-person discussion between the researcher and the NSF-funded project principal investigator (PI) will take place to discuss issues of research integrity, confidentiality, recognition, disclosure and compliance related to the specific project. Topics that will be covered include:
  - a. Data acquisition, management, sharing and ownership
  - b. Publication practices and authorship issues
  - c. Peer review processes
  - d. Mentor/trainee responsibilities
  - e. Collaborative science

Time Commitment: 1 hour

3. Where appropriate (i.e. with NSF-funded projects involving human subjects), the researcher will be certified by the MSU Human Research Protection Program: <http://www.humanresearch.msu.edu>. This certification renewal process requires the individual to participate in the Collaborative Institutional Training Initiative (CITI) training renewal program (<http://www.citiprogram.org>).

Time Commitment: 2 hours



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**Education and Training Plan for  
Responsible Conduct of Research and Scholarship**  
*Completion Form*

Student Name: \_\_\_\_\_  
P.I. Name: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Funded by: \_\_\_\_\_  
IRB#: \_\_\_\_\_

**Initial Education & Training**

Activity	Date Completed	Researcher Initials	P.I. Initials
Required Reading			
Research Misconduct Workshop			
In-Person Discussion			
Human Subjects			

**Renewal Education & Training**

Activity	Date Completed	Researcher Initials	P.I. Initials
Required Reading			
In-Person Discussion			
Human Subjects			