

**Colgate University**  
Guidelines for Responsible Conduct of Research Training  
Associated with NSF-Funded Projects

**Background:** Effective January 4, 2010 the National Science Foundation requires that “When submitting a proposal to NSF, the Authorized Organizational Representative is required to complete a certification that the institution has a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research.” NSF may, at their discretion, audit compliance with the plan. The NSF policy and FAQs may be found [here](#).

**Guidelines**

1. Responsible Conduct of Research training is required for all students and postdoctoral fellows who receive salary and/or stipend support for research on NSF grants. Training must be completed within the semester or summer that the student begins work on the NSF-funded research and needs to be completed only once during their tenure at Colgate. Colgate-affiliated PIs have the primary responsibility of ensuring their students complete the required training.\*

2. Training:

- a. Each student must successfully complete Module 1 (Rights and Obligations) and Module 2 (Collaboration, Communication and Grants Management) of the “Online Ethics Tutorial” available at <http://www.responsiblesearch.org/>.

During registration the student will affiliate with the “Colgate” group. Within 72 hours of successful completion of the tutorial, the student must inform the PI who will, within 10 days, verify completion with the Associate Dean of Faculty (who will have access to the online records for the Colgate group).

- b. PIs will meet with the student and discuss lab-specific expectations related to responsible research and ethics (e.g., acknowledgements, authorship, documentation of data collection, listing items on a vitae or resume, plagiarism, etc.).
3. Documentation: Upon completion of 2(a) and 2(b) above, the PI will e-mail the Associate Dean of Faculty and the Assistant Controller indicating the student’s name and the date of completion of 2(b) above. The Associate Dean will maintain a file for each NSF funded grant, listing the Colgate-affiliated PI, the names of students involved with the project, and the dates of completion of 2(a) and 2(b).
4. The Assistant Controller will notify the Associate Dean of Faculty when the college receives a grant from the National Science Foundation, providing the name of the PI and the NSF grant number. PIs will give the Associate Dean of Faculty and the Assistant Controller periodic updates listing the students participating in the research. The Assistant Controller will facilitate this process by sending reminder e-mails to all faculty who are PIs on NSF grants at the beginning of each grant period.

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\* The term “students” refers to undergraduates, graduate students, and postdoctoral researchers.