

**KNOX COLLEGE**  
**Responsible Conduct of Research (RCR) and RCR Training at Knox College**

Overview:

The following policies, procedures, and protocols pertain to and inform the responsible conduct of research at Knox College:

- Policy Concerning Investigations Involving Human Subjects (Faculty Handbook Appendix C)
- Student Conduct and Extracurricular Affairs (Faculty Handbook Appendix D)
- Investigations of Allegations of Scientific Fraud (Faculty Handbook Appendix E)
- Statement of Rights and Responsibilities (Faculty Handbook Appendix F)
- The Knox College Honor Code and Procedures ([www.knox.edu/offices-and-services/academic-affairs/honor-code-and-procedures.html](http://www.knox.edu/offices-and-services/academic-affairs/honor-code-and-procedures.html))

In addition, Knox College maintains an Institutional Review Board (IRB) to maintain compliance with human subject protection regulations through the U.S. Department of Health and Human Services; as well as an Institutional Animal Care and Use Committee (IACUC) through the College's Animal Welfare Assurance on file with the Office of Laboratory Animal Welfare of the National Institutes of Health.

It is the responsibility of Knox faculty to ensure that all students under their mentorship or supervision who are conducting independent research or scholarship receive appropriate training in the ethical and responsible conduct of research. Such training may be presented through established courses or curricular units, through laboratory tutorials and instruction manuals, through stand-alone workshops or discussion groups, or through one-on-one training. In addition, Knox College maintains a user group through the National Ethics Center (NEC) that offers online RCR training modules. Instructions for using the NEC RCR Training Modules are available through the Vovis Center for Research and Advanced Study. Knox faculty are responsible for verifying that undergraduate researchers/scholars under their purview have received appropriate RCR training. Completion of an RCR Training Verification Form is one way to address this responsibility.

RCR Training under NSF-funded research initiatives:

Section 7009 of Public Law 100-69, otherwise known as the America Competes Act, establishes specific RCR training requirements for institutions applying for and receiving grant funds from the National Science Foundation as follows:

*The [NSF] Director shall require that each institution that applies for financial assistance from the Foundation for science and engineering research or education describe in its grant proposal a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project.*

In response, the National Science Foundation has added the following statement to the certifications page that accompanies every grant proposal submitted to the foundation:

**Certification Regarding Responsible Conduct of Research (RCR)**

**(This certification is not applicable to proposals for conferences, symposia, and workshops)**

By electronically signing the NSF Proposal Cover Sheet, the Authorized Organizational Representative of the applicant institution is certifying that, in accordance with the NSF Proposal & Award Policies & Procedures Guide, Part II, Award & Administration Guide (AAG) Chapter IV.B., the institution has a plan in place 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. The undersigned shall require that the language of the certification be included in any award documents for all subawards at all tiers.

As the institution and the authorized organizational representative of the institution are identified as the responsible agents in ensuring compliance with the NSF RCR training requirement, the following policy will be (or has been) vetted and approved by the Knox College faculty and endorsed by the Knox College Board of Trustees.

Knox College Policy for RCR Training under NSF Funded Initiatives:

Knox faculty supervising or mentoring NSF-supported undergraduate researchers are required to submit an **RCR Training Verification Form** to document that these students have received appropriate training in the ethical and responsible conduct of research. This form must be signed by both the NSF-supported undergraduate student and the Knox faculty member who is supervising the student's NSF grant-supported research activities. This form must be submitted within the first two months of the student's funded work to the Vovis Center for Research and Advanced Study who will forward it for review and approval by the Vice President for Academic Affairs. The completed and approved form will be maintained on file with the Vovis Center for Research and Advanced Study and will be available upon request to verify compliance with this policy.