Naval Postgraduate School  
Office of the Vice President and Dean of Research  
Sponsored Program Policy/Guidance Memo No. SPPGM-11-21

**Subj: Responsible Conduct of Research (RCR) Plan**

NPS Principal Investigators (PI) conduct research in many disciplines and utilize a variety of research methodologies. The conduct of research is guided by federal, DoD, and institutional codes and regulations. Additional mandates, regarding the training and mentoring of researchers, research employees, and students in the Responsible Conduct of Research (RCR) have been issued through the America COMPETES Act (Public Law 110-69, H.R. 2272, section 7009) and the National Science Foundation has implemented this law under NSF’s Grant Proposal Guide Chapter II.C (e) and Award and Administration Guide Chapter IV.B.

The responsibility for ensuring the completion of RCR training and mentoring, for all students, employees and postdoctoral researchers involved in research or sponsored activities, rests with the PI assigned to such research or sponsored activity. The PI must have a program of informing, mentoring, and training these employees and students about RCR.

The Vice President/Dean of Research is required to ensure that NPS has an RCR Plan and that subsequent plans for certification and compliance are properly promulgated. This Guideline serves that function. NPS has implemented the following:

- Upon proposal submission, the Proposal Routing Form will require the PI to certify that they will, if awarded, ensure that all employees and students working on an NSF funded project take the required and other applicable training as outlined in this Guideline.
- Upon receipt of an NSF award, the RSPO will forward the RCR Training Certification Form to the PI.
- The PI will complete the RCR Training Certification Form and return it to the RSPO.
- The RSPO will periodically review NSF accounts to assure that all individuals being paid from the project are included on the RCR Training Certification Form from the PI.
- The PI is responsible for updating the RCR Training Certification Form if additional students or employees start working on the project after the initial form was processed.
- The RSPO will confirm with the PI for each year of an NSF-funded project that the RCR Training Certification Form on file is accurate. This will be accomplished upon the receipt of incremental funding for a multi-year project.

It is understood that NPS students for the most part are not paid from NSF grants, but do work on the project and may receive funding in the form of travel and/or supplies. All students and employees working on the NSF grant will be required to take the RCR training.

The NPS will utilize the CITI Responsible Conduct for Research Module for this training requirement. Directions to log on to the CITI RCR module are on line at [http://intranet.nps.edu/ResAdmin/Training/RCR_Registration_Instructions.pdf](http://intranet.nps.edu/ResAdmin/Training/RCR_Registration_Instructions.pdf).
Further reading regarding the responsible conduct of research can be found in the publication of the National Academy of Sciences, "On Being a Scientist: Responsible Conduct In Research." The National Academy of Sciences waives permission for the use of this material for educational purposes.