

**ADMINISTRATIVE PROCEDURES**

|  |  |
| --- | --- |
| **80.07 Responsible Conduct of Research** | **Revised: August 24, 2023** |

1. GOVERNING REGULATION

This procedure is governed by System Regulation [15.99.05](https://policies.tamus.edu/15-99-05.pdf), *Research Compliance*.

1. PURPOSE

The purpose of this procedure is to provide guidance on the minimum responsible conduct of research training requirements for compliance with federal requirements.

1. GENERAL

3.1 Recipients of awards from the United States Department of Agriculture (USDA) National Institute of Food and Agriculture (NIFA) are required to comply with specific requirements to ensure appropriate training in the responsible conduct of research.

3.2 United States Department of Agriculture (USDA) National institute of Food and Agriculture (NIFA) mandates that program directors and any staff participating in the research project receive appropriate training and oversight in the responsible and ethical conduct of research.

1. PROCEDURES AND RESPONSIBILITIES
   1. The Forest Analytics Department Head is the agency research compliance officer (RCO) and is responsible for monitoring appropriate research compliance programs at the Texas A&M Forest Service.
   2. The agency RCO will serve as a member of the System Research Compliance Advisory Committee
   3. Employees who are partly paid from McIntire-Stennis funds (AgriLife Research accounts), which falls under the USDA NIFA requirements and any employee participating in USDA NIFA research projects are required to receive training in the responsible and ethical conduct of research. This training requirement may be met by completing TrainTraq course 2112966 Responsible Conduct of Research (RCR - AgriLife Research. The AgriLife Ethics and Compliance Office will periodically identify employees that require RCR training and will notify the agency’s Employee Development department to assign the appropriate training course.
   4. The AgriLife Ethics and Compliance Office will work directly with the Employee Development department to manage compliance with training requirements. The Employee Development department will track online training completions and will send a report of these completions to the AgriLife Ethics and Compliance Office and RCO for review and appropriate action, as requested.
   5. The agency RCO will work with the AgriLife Ethics and Compliance Office to resolve any issues of non-compliance.

CONTACT: [Forest Analytics Department Head](mailto:stottlemyer,%20Aaron), (979) 458-6659