**TEMPLATE FOR WRITTEN PLANS**

**General University Plan**

The university’s general plan for RCR/RECR compliance and training is outlined in the Responsible Conduct of Research/Responsible and Ethical Conduct of Research Policy. The NSF requires general training and training regarding the mentor/mentee responsibilities and relationships. The NIH’s requirements include a list of possible topics.

**General Interest Topics**

* Mentor/mentee responsibilities and relationships
* Conflict of interest
* Conflict of commitment
* Safe research environments (discrimination, harassment)
* Peer review
* Data acquisition and analysis
* Secure and ethical data use and confidentiality
* Research misconduct
* Responsible authorship and publication
* Scientists (researchers) as responsible members of society, contemporary ethics, environmental and societal impacts of scientific research

**Specific Topics**

* Collaborative research
* IRB and IACUC policies
* Safe lab practices
* Lab tools for analyzing data or working with digital images

**Grant-Specific Plan**

Provide the following information regarding the grant-funded research. This grant-specific plan must be provided to the funder per the funder’s requirements. A copy of the plan must also be provided to the Office of Sponsored Research and Provost Office.

**General Information**

Funder/Program Name:

Contract Number:

Dates of Grant Period:

Expected Start Date of the Research:

Name of Principal Investigator (PI)/Project Director (PD):

Name(s) of Co-PI(s):

Name(s) of Key Personnel:

Name(s) of Student Participants:

List all participants in the research project and attach copies of their CITI completion certificates.

**Information Regarding the Specifics Circumstances of this Project**

Check the special circumstances that apply to this project:

* IRB review for human subjects research and related policies and procedures
* IACUC review for animal research and related policies and procedures
* Off-campus/off-site research subject to the University’s Safe and Inclusive Working Environments for Off-Campus and Off-SIte Research Policy dated \_\_\_\_\_\_\_\_\_
* Safe lab practices
* Lab tools for analyzing data or working with digital images
* Collaborative research

For each of the special circumstances indicated above, provide the training provided, date and duration, the name of the trainer, and the names of the attendees. Attach a copy of materials used in the training.

**Maintaining a Current Plan**

This grant-specific plan must be updated as timing, team members, policies and procedures, and other details change over the course of the grant period. The PI/PD is responsible for maintaining a current grant-specific plan and sharing it with the Office of Sponsored Research and Provost Office.