Research Integrity Training Guidelines

About the Training

The online Research Integrity Training takes approximately one hour to complete. You must pass 80% of the quiz at the end successfully to complete the training. Quiz results will be recorded. Certificates will be automatically generated and available for download on Blackboard once you have passed the quiz.

1. Training completion requirements

Completion of the training is a **mandatory requirement** for the following **within six months after the launch** (i.e. by latest Monday 1st August 2022, unless advised otherwise by the Office of the Deputy Vice-Chancellor Research) and thereafter _once every two years_.

i. All research active Academic staff[1], including casual, fixed-term contract and continuing staff[2]**.**

ii. Technical staff (e.g. Southern Cross Analytical and Research Services staff, laboratory technicians, animal research lab technicians) who are involved in research projects, and are co-authors on research outputs.

iii. Office of the Deputy Vice-Chancellor (Research) staff.

iv. Research professional staff (e.g. Research Assistants, Faculty research management staff).

v. All other staff or students who are 'research active'.

   o _For the purpose of the training, **research active staff or students** are defined as those who have made a significant scholarly contribution to research, are involved in any research activities including ethics, grants and contracts, or as authors on publications._

vi. **HDR Candidates and HDR Supervisors (including adjunct HDR Supervisors)** are required to complete the training as per the _Research Integrity Training Guidelines for HDR Candidates and Supervisors._

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[1] Staff as defined in the Responsible Research Conduct Policy

[2] Teaching only and casual Academic staff are required to complete the training if they are research active as per the definition 1.v. Teaching only and casual Academic staff who are not research active are encouraged to complete the training, though not required.

The training is available to the following who have the **option** to complete it:

- All staff.
- Honours students and coursework students doing a research component (e.g. Science Undergraduate integrated projects, Masters by coursework with a thesis component). The completion of this training is recommended for these students.
  - *Students who have the option to complete the training can enrol into the Research @ Southern Cross University Blackboard by following the instructions on the website.*
- Teaching only and casual Academic staff who are not research active.

2. Compliance

i.   Supervisors are responsible for ensuring that required staff and students complete and hold current Research Integrity Training within the mandatory timeframes. The training should be included in staff performance review plans.

ii.   All researchers (staff and students) are responsible for storing their training completion certificates safely on file.

iii.   **Ethics**

Anyone submitting a Human or Animal research ethics application are required to have completed and hold current Research Integrity training. Lead researchers are responsible for ensuring that any other research staff or students working on projects have completed and hold current Research Integrity training.

iv.   **Grants and Contracts**

Anyone applying for a research grant or arranging a research contract is required to have completed and hold current Research Integrity Training. Lead researchers are responsible for ensuring that any other research staff or students working on projects have completed and hold current Research Integrity training.

3. Guidelines on the governance process

The research integrity training is administered through the Office of the Deputy Vice-Chancellor (Research). Compliance checking for staff is managed through Human Resources. Upon request, Human Resources can provide reports on the staff who have completed the training via Faculty or work unit, to the relevant Dean and Associate Dean Research or Head of Work Unit. Compliance checking for HDR students and supervisors is managed through the Graduate School.