



## Guidelines on Student/Faculty Collaboration in Research

Department of Kinesiology • Michigan State University • East Lansing MI 48824 • <http://www.education.msu.edu/kin>

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The purposes of these guidelines are to (a) protect the rights of students and faculty members who engage in collaborative research and (b) facilitate compliance with MSU policies on authorship and data management. These guidelines pertain to any research that is likely to be submitted for presentation at a professional meeting or publication in a scholarly journal. The term *student* refers to either undergraduate or graduate students who collaborate with faculty members on research projects. The term *research* refers to student-initiated projects such as theses, dissertations, research projects, research practicums, and literature reviews, as well as faculty-initiated research projects.

### Principal Investigator Responsibilities

The principal investigator (PI) has overall responsibility for the conduct of the research or scholarly activity. The PI's responsibilities include, but are not limited to: (a) obtaining approval from regulatory committees such as UCRIHS, AUCAUC, and ORCBS; (b) determining authorship and acknowledgement credit for presentations and publications; and (c) complying with MSU policies related to data ownership, control, and access. In addition, the PI should ensure that all members of the research team have been trained to fulfill their responsibilities to the project, follow the approved plan for conducting the research, and comply with relevant laboratory and research policies. If the PI is a student, all of these responsibilities are shared with the faculty mentor.

### Obtaining UCRIHS, AUCAUC, and ORCBS Approval

The PI is responsible for seeking approval from regulatory committees such as the University Committee on Research Involving Human Subjects (UCRIHS), All University Committee on Animal Use and Care (AUCAUC), and Office of Radiation, Chemical, and Biological Safety (ORCBS), and ensuring that UCRIHS, AUCAUC, and ORCBS approved protocols are faithfully implemented. MSU requires that faculty members sign-off as PIs for this purpose, but student and faculty investigators share the responsibility for complying with policies related to research ethics. For student-initiated research projects, the student should prepare the relevant applications with assistance from a faculty mentor.

### Authorship and Acknowledgements

- **MSU Guidelines on Authorship.** The MSU Guidelines on Authorship shall be used to determine authorship, order of authors, and acknowledgment credits for both faculty-initiated and student-initiated research projects. The MSU Guidelines on Authorship can be accessed at <http://www.msu.edu/user/ucris/authorship.htm>.
- **Publication of student-initiated research.** The Department of Kinesiology has one additional policy related to the publication of student-initiated research such as theses and dissertations where there has been extensive mentoring by one or more faculty members. If a student does not submit the results of her/his thesis or dissertation within 18 months following the formal defense of that project, the student's mentor may prepare and submit the results for publication. In this case, order of authorship shall be negotiated between the student and faculty mentor.
- **Institution of record.** MSU shall be the institution of record for any publication, presentation, or other public dissemination of results for research conducted at MSU or using MSU resources. No other institutions, including future institutions where a student or faculty member works at the time of presentation/ publication, shall be included in a presentation/publication unless the other institution contributed significantly to the project. This policy does not preclude listing the student's or faculty member's current address for correspondence.

## Data Management

- **MSU Guidelines on Research Data.** The MSU Guidelines on Research Data shall be used to determine investigator responsibilities related to ownership of, management of, and access to research data. The MSU Guidelines on Research Data can be accessed at <http://www.msu.edu/user/ucrihs/datamgt.htm>.
- **Ownership of research data.** Research data include but are not limited to raw data recorded in any format, computer records and printouts, videotapes, audiotapes, photographs, laboratory notebooks, and field notes and journals. MSU is the owner of the scientific records for projects conducted at the University, under the auspices of the University, or with University resources. Therefore, the original copies of all such data must be maintained at MSU, including data from student-initiated research projects.
- **Management of research data.** Management refers the ways in which research data are collected, stored, and retained. The PI is the custodian of the data, with responsibility for ensuring the accuracy of the scientific record, the confidentiality of research data (when appropriate), and the physical condition and security of research data. In addition, the PI is responsible for retaining the research data for not less than three years after the submission of the final project report or publication (whichever occurs last). Furthermore, the PI is responsible for protecting intellectual property resulting from the research and responding to allegations of misconduct in research or financial conflicts of interest (both situations may warrant retaining research data for longer than three years). For student-initiated projects, research data must be retained at least until the degree is awarded or until it is clear that the student has abandoned the work.
- **Access to research data.** The PI is responsible for determining who may have access to research data and under which conditions.
- **Transfer of research data.** When students or faculty members involved in research projects at MSU leave the University, they may take copies of research data for projects on which they have worked. Further information about transfer of research data can be found in the MSU Guidelines on Research Data.

## Agreement

Title of project \_\_\_\_\_

Principal investigator \_\_\_\_\_

Members of the research team likely to be authors \_\_\_\_\_

\_\_\_\_\_

Members of the research team likely to be acknowledged \_\_\_\_\_

\_\_\_\_\_

**The following statement must be signed by each faculty member and student who is a member of the research team for a faculty-initiated or student-initiated research project (including theses and dissertations). Make a copy of this page if more signature spaces are needed.**

I have read the Department of Kinesiology *Guidelines on Student/Faculty Collaboration in Research* (this document), the *MSU Guidelines on Authorship*, and the *MSU Guidelines on Research Data*. If I am a student, my faculty mentor provided me with an opportunity to ask questions about these guidelines, and my faculty mentor answered questions to my satisfaction. I agree to comply with these guidelines.

Name (print)	Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**The PI is responsible for initiating periodic reviews of this agreement, especially when results are being prepared for presentation or publication. The PI should describe, sign, and date changes to the agreement. Attach additional pages if more space is needed.**

Change	PI Signature	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____