

Standard Operating Procedure  
Navy Medicine East (NME) Research Integrity Leader's Responsibility

1. PURPOSE. To establish an SOP that promulgates and implements the policies and procedures for Navy Medicine East Research Integrity program in accordance with BUMED INSTRUCTION 6500.3.

2. REFERENCES.

(a) BUMEDINST 6500.3

3. EDUCATION.

a. Prior to initiating medical research, all personnel involved in reviewing, approving, conducting, managing or overseeing medical research must complete the following requirements:

1. Read the article "On Being a Scientist: A Guide to Responsible Conduct in Research" which can be downloaded from <http://www.nap.edu/catalog.php?recordid=12192>
2. View the video: "Introduction to Research Ethics" which is located at <http://nmvaa.org/mhrl/media>
3. View the video: "The Lab" which can be found online at <http://ori.hhs.gov/TheLab>.
4. Mandatory CITI Program  
Training: <https://nmcp.med.navy.mil/CID/SiteAssets/SitePages/Training/CITITrainingVisualInstructions2015.pdf>
5. Read BUMEDINST 6500.3, "Research Integrity, Responsible Conduct of Research Education, and Research Misconduct."
6. Have a face to face discussion with the Command Research Integrity Officer or other qualified research personnel regarding RCR topics.
7. Complete the RCR powerpoint presentation and upon completion, print and submit a signed copy of Completion Certification to the command's RIO and ensure a copy is forwarded to NME Research Integrity Leader at [Carolyn.m.medina.civ@mail.mil](mailto:Carolyn.m.medina.civ@mail.mil)
8. The Research Integrity Leader will maintain records of personnel compliance for all initial and subsequent research integrity education.

4. RESPONSIBILITIES. NME Research Integrity Leader is responsible to the Commander the implementation and oversight of the processes contained in BUMEDINST 6500.3 for the prevention, correction and amelioration of research misconduct within their subordinate commands.

- a. Go to NME public site at <http://www.med.navy.mil/sites/NME> then click on Organization and hover over Education & Training and then select Link and you will see RIO with training requirements.
- b. The Research Integrity Leader will submit an annual written report to the Commander and the Executive Steering Committee providing the status of training, number of individual research being conducted, and number of research misconduct investigations within their subordinate commands.
- c. Assist the Navy Medicine Executive Research Integrity Officer (ERIO) with promoting Navy Medicine Research Integrity Programs Network (RIPN) activities and services.
- d. Ensure subordinate commands are supported and sufficiently resourced to meet the goals and responsibilities of this instruction;
- e. Provide subordinate commanding officers with competent alternatives for meeting research misconduct processes, when not available in the local command.

5. PROCEDURES FOR ALLEGATIONS OF MISCONDUCT. The policy and procedures contained in reference (a) will be followed in response to all allegations of research misconduct. Reference (a) enclosure 5 outlines the required procedures for responding to allegations of research misconduct.

- a. If there are concerns regarding Research Integrity Misconduct, it should be handled as the lowest level echelon possible and elevated only if it can't be handled should it be forward up to the next higher echelon.

This is approved as the SOP for Research Integrity.

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C.M.Medina  
Research Integrity Leader  
Navy Medicine East

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