

OFFICE OF THE DIRECTOR

MEMORANDUM

DATE: December 16, 2020
TO: All SLAC Researchers
FROM: Chi-Chang Kao, Laboratory Director
SUBJECT: SLAC Policy on Conduct of Research

This policy memorandum provides clarification regarding roles, responsibilities, requirements and training on the conduct of research at SLAC.

As an affiliated academic unit of Stanford University and a national laboratory, SLAC's research is subject to Stanford's policies on the conduct of research as documented in Chapter One of Stanford's Research Policy Handbook (RPH) as well as applicable DOE policies.

The Laboratory Director is responsible for the administration and operation of SLAC as a national laboratory and for academic matters arising from SLAC's role as an affiliated academic unit. The SLAC Director has delegated the authority to implement this policy to SLAC's Chief Research Officer (CRO). Associate Laboratory Directors (ALDs) will ensure that all SLAC researchers and all SLAC PIs in their directorates effectively implement these requirements.

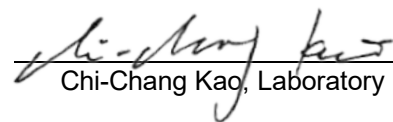
SLAC Researchers

- All SLAC researchers are required to take CRO101 Conduct of Research to review Chapter One on the conduct of research in the RPH certify that they have reviewed the material. SLAC researchers are any SLAC employees who could be listed as authors on scientific publications in their official capacity. This requirement will be included in all researchers' SLAC Training Assessment (STA) and reviewed as part of the performance appraisal process. All ALD's are required to confirm to the SLAC Director that these requirements have been effectively implemented in their respective directorates as part of the performance appraisal process.

SLAC Principal Investigators or SLAC Researchers with the intent to apply for external funding

- All SLAC PIs are required to take SLAC CRO Principal Investigator Training course available in STA. The requirement to assign and complete PI training will be included in all PIs' STAs and reviewed annually as part of the performance appraisal process. All ALDs are required to confirm to the SLAC Director that these requirements have been effectively implemented in their respective directorates as part of the performance appraisal process.

The CRO will maintain a list of all SLAC researchers and all SLAC Principal Investigators (PIs), and centralize the requirements associated with this policy on the CRO website.


Chi-Chang Kao, Laboratory Director