



# JOB AID

RCR Instructions: Students

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## Contents

What is RCR (Responsible Conduct of Research) or Research Integrity?.....	2
Basic RCR Requirements.....	2
How should students complete their RCR Requirements? .....	3
How to request verification of one-on-one RCR training with an advisor .....	5
How to see completed RCR training.....	6
Additional information to know when completing RCR training .....	7




## RCR Instructions: Students

### What is RCR (Responsible Conduct of Research) or Research Integrity?

#### Research Integrity Requirements

Research integrity is foundational to our scholarship, creative work, and core identity as MSU Spartans. It is not only required by rules (including federal, state, research sponsors, and MSU's [research](#) and [training](#) policies), integrity is essential for our research to have legitimacy and impact. Research integrity is so important to our development as scholars and creators that the Graduate School has developed minimum education requirements for all graduate students regarding the Responsible Conduct of Research, Scholarship, and Creative Activities (RCRSCA, RCR for short).

The Graduate School's RCRSCA program requires (a) initial, basic education, and (b) supplemental, refresher training (see diagram).



The Graduate School has compiled [many resources](#) for discussion-based completion of the RCRSCA requirements. Each department or college has developed a detailed RCRSCA plan including when and how to satisfy the discussion-based training hours. Please review this plan (which can be found in your graduate handbook) and verify with your Graduate Program Director.

- Information regarding RCR/Research Integrity Requirements may be found at: <https://grad.msu.edu/researchintegrity>.
- **All** Graduate Students must complete RCR requirements.
- RCR is not only a university requirement, but it is also a federal requirement.
- Master's Plan A, Plan B (on-site and on-line) and Graduate Professional students must complete all their RCR requirements prior to graduation.
- Doctoral students must complete Year 1, Year 2, and the 6 hours of Discussion-Based (Instructor Led) RCR training before they pass their Comprehensive Examinations. Doctoral students must also complete 3 hours of refresher training each year until graduation starting in Academic Year 3.
- The Graduate School will apply Holds (Negative Service Indicators) on students' records who have not completed their annual RCR training.

### Basic RCR Requirements

- The Graduate School's Basic RCR requirements may be found at: <https://grad.msu.edu/researchintegrity>.
- All Master's, Doctoral, and Professional Graduate Students must complete at least the basic RCR requirements. Units/Colleges may require additional education than the basic requirements of The Graduate School. Students should check with their unit/college to determine if requirements beyond the Graduate School's Basic RCR training must be completed.
  - Master's Plan B (including on-line candidates) and Graduate Professional Students must complete the following:
    - Year 1 CITI modules (4 specific modules)
    - 6 hours of Discussion-Based (Instructor Led) Training
  - Master's Plan A Graduate Students must complete the following:



- Year 1 CITI modules (4 specific modules)
- Year 2 CITI modules (3 of 6 specific modules)
- 6 hours of Discussion-Based (Instructor Led) Training
- Doctoral Graduate Students must complete the following:
  - Year 1 CITI modules (4 specific modules)
  - Year 2 CITI modules (3 of 6 specific modules)
  - 6 hours of Discussion-Based (Instructor Led) Training
  - 3 hours of Refresher Training in every year beginning at Year 3 until the student graduates

## How should students complete their RCR Requirements?

- In the first academic year of enrollment in a graduate degree program, all students should complete the Year 1 CITI modules.
  - Information about creating a CITI account and completing training may be found at: <https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/CITIprogram.aspx>
  - Students are to use their MSU email when creating their CITI account. Training will not connect to the University's Ability Learning Management System, and it will not show on the student's RCR page if a non-MSU email is used.
  - Students are to complete the MSU Graduate School RCR Program modules.

## Courses Ready to Begin

[Learner Tools](#)

Michigan State University (MSU)

### MSU Graduate School RCR Program

Stage 1 - Basic Course

0 / 4 modules completed

[Start Now](#)

- Courses taken prior to the student's first academic year in their graduate program will not count.
- Students can take the courses late (after the first year), but it is highly recommended that the modules are completed in Academic Year 1.
- Once CITI modules are complete, they will transfer to the student's RCR page in SIS. It may take up to two weeks for completed courses to show on the RCR page in SIS.
- In the second academic year of enrollment in their graduate degree program, Master's Plan A and Doctoral students should complete the Year 2 CITI modules.
  - The Year 2 CITI modules are not an option for students to choose from until the Year 1 CITI modules have been completed.



- The Year 2 CITI modules are denoted as being “Supplemental” or “Optional” in the CITI system.

### **Where do I find my follow-up (Year 2) modules?**

In your courses list, click the “Review Course” button for the appropriate group (i.e., MSU Grad Students RCR Program). Then, scroll down past the Year 1 modules. Look under *Supplemental (or Optional)*. If the initial requirements were completed, the follow-up modules will be accessible.

- The Year 2 CITI modules can be taken late (after the second year), but students are highly encouraged to complete them in Year 2.
- There is a choice of 6 CITI modules for Year 2. Students only need to complete 3 of them to fulfill the requirement. Doctoral students may take the remaining 3 Year 2 CITI modules in a refresher year and apply these toward this requirement.
- Each CITI module taken for a refresher year credit counts for  $\frac{3}{4}$  of an hour of training.
- Discussion-Based (Instructor Led) RCR training may be fulfilled by participating in and completing any of the following:
  - Department/College Workshops, brown-bag luncheons, group discussions covering RCR related topics.
  - Graduate School RCR Workshop Series
    - Information regarding the Graduate School RCR Workshop Series may be found at: <https://grad.msu.edu/rcr>
  - Academic courses that cover RCR related topics (A student’s academic unit completes and submits a spreadsheet to record this information. This process may take up to two weeks to complete once the spreadsheet has been submitted. If your unit has questions about this process, they should reach out to [gradsis@grd.msu.edu](mailto:gradsis@grd.msu.edu) for assistance.)
  - Other similar types of courses that cover RCR topics. Please contact [gradsis@grd.msu.edu](mailto:gradsis@grd.msu.edu) if you have questions about whether a certain course may count for RCR Discussion-Based Training.

**NOTE:** Students may begin fulfilling the 6 hours of Discussion-Based (Instructor Led) Training in Academic Year 1.

- Doctoral Student Refresher Year Training (3 hours each year) beginning in Year 3 and continuing until graduation may be fulfilled by completing any of the following:
  - CITI modules not previously taken to fulfill Year 1 or Year 2 requirements or another refresher year’s requirements.
  - Department/College Workshops, brown-bag luncheons, group discussions covering RCR related topics.
  - Graduate School RCR workshops not previously taken.



- One-on-One discussions between the student and their advisor
- Other RCR related courses (non-CITI modules, Academic courses, etc.)

**NOTE:** Refresher Courses taken late will back-fill to complete an open Refresher Year, but courses may not be taken early to fill future Refresher Years.

(**Example:** Don't take 6 hours of refresher training in Year 3 expecting them to fulfill Year 3 and Year 4. Three of the hours will fulfill Year 3 and the rest will move to the Additional Training section of the RCR page. Courses may be taken late to backfill an open refresher year, but courses may not be taken early to fulfill a future refresher year.)

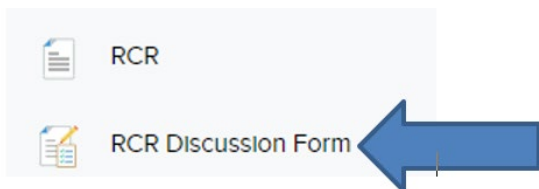
## How to request verification of one-on-one RCR training with an advisor

- One-on-One Advisor RCR training is **only for Doctoral Students** and is **only for fulfillment of refresher years' training requirements** (Academic Year 3 and beyond). This type of training **may not** be used to fulfill the 6 hours of Discussion-Based (Instructor Led) Training.
- Log-in to <https://student.msu.edu>
- Click on the **Academic Progress Tile**

### Academic Progress



- Click on **RCR Discussion Form**



- Fill out the New Discussion Form (Choose the topic of training from the drop-down menu, choose the duration from the Hours drop-down menu, enter the date the training was completed, and choose your advisor from the drop-down menu). Then click Save.



### New Discussion Form

\*Training

Hours

\*Date

\*Advisor

Save

- The advisor will receive an email from [gradsis@grd.msu.edu](mailto:gradsis@grd.msu.edu) informing them they need to verify/deny the training. The advisor may verify/deny the training themselves or department staff may verify/deny on the advisor's behalf.
- If training is verified, it will move into the appropriate refresher year (based on the date the training was completed.) If the training was completed before a refresher year (before Year 3), it will fall into the Additional Training section at the bottom of the RCR page. If a training applies to a refresher year that is already fulfilled, it will move to the Additional Training section.

### How to see completed RCR training.

- Log-in to <https://student.msu.edu>
- Click on the Academic Progress Tile

#### Academic Progress



- Click on **RCR**
- See the screenshot below for an example of completed training.



Year 1 Training - Four CITI Modules (All students)

Complete Yes

4 rows

CITI-2101-WBT	11/04/2019
CITI-2107-WBT	11/04/2019
CITI-2883-WBT	11/04/2019
CITI-4035-WBT	11/04/2019

Year 2 Training - Three CITI Modules (Master's Plan A and Doctoral Students)

Complete Yes

3 rows

CITI-2102-WBT	01/18/2022
CITI-2105-WBT	01/19/2022
CITI-2106-WBT	01/25/2022

- **For PhD students:** All One-on-One discussions with an advisor are listed as RCR-1000-ART on the RCR page once verified. If the training applies to a refresher year it will be listed in the appropriate year. If the training is too early to count for refresher training, or the training applied to a refresher year that was already fulfilled, it will fall into the Additional Training Section at the bottom of the page.

1 row

*Ability Course ID	*Date	Hours
RCR-1000-ART-AAP	07/28/2023	1.50

### Additional information to know when completing RCR training.

- **All RCR records must be captured on the RCR page in SIS. If training is not recorded in SIS, it cannot be used to fulfill RCR requirements.**
- The training year is August 16<sup>th</sup> in one calendar year to August 15<sup>th</sup> in the next calendar year.
- If you wish to complete more RCR training than is necessary for your own personal enrichment, you may certainly do so, but you only need to complete the Graduate School's basic requirements and any other specific requirements your unit or college may require.
- If you have any questions, please feel free to reach out to [gradsis@grd.msu.edu](mailto:gradsis@grd.msu.edu).