

# Responsible and Ethical Conduct of Research Training Requirements

Department of Physics and Astronomy, Michigan State University

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## Background

The Graduate School at MSU sets strict requirements for Responsible and Ethical Conduct of Research (RECR) Training (<https://grad.msu.edu/researchintegrity>), in part guided by regulatory requirements set by funding agencies. To facilitate keeping track of trainings and compliance with the requirements, RECR training records are documented in the Student Information System (SIS). In this document, the implementation of required RECR trainings in the Department of Physics and Astronomy are described. In addition, instructions for signing up to RECR trainings and making sure they are recorded in SIS are provided.

## Training requirements

The following three tables provide the training requirements for students who started at different times in the Department's graduate program. A more general version of the first table can be found at: <https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/Grad-Students.aspx> This site has also other relevant information that is referenced in the instructions below.

Students are held to the training requirements in place when they entered the program. Some training opportunities previously offered are no longer available. Alternatives are identified in the tables.

You can make up for missed trainings by completing them at a later time, but **note that the Graduate School has started enforcing the RECR training requirements and you must be up-to-date with your RECR training before being able to graduate.**

Also, please note that **you cannot take RECR training to complete future RECR requirements.** E.g., if you take more than 3 hours of RECR training in year 3, it cannot be counted towards RECR training for year 4. **You can also not repeat trainings** (even if the Graduate School refers to training in later years as "refreshers"), aside from the VERITIES trainings for which different modules exist.

Finally, different training requirements apply for students who are in the Ph.D. program, or in the MS program (plan A and Plan B). Note that students who wish to pick up their MS degree along the way to a Ph.D. must meet the MS RECR requirements prior to being able to obtain their degree.

Color coding in the tables

All
Ph.D. only
Ph.D. & MS Plan A
MS - Plan A & Plan B

<b>Students who started coursework in Fall Semester 2020 or afterwards****</b>		
<b>Year 1</b>	<b>Year 2, or by the completion of the comprehensive exam or MS degree graduation, whichever comes first</b>	<b>Year 3 and beyond</b>
4 CITI modules*	3 CITI Modules**	3 hrs per year by combining: i) 1.5 hr discussion based training in group meeting, ii) 1.5 hr VERITIES discussion based training, iii) 1.5 hrs of RECR workshop(s) by the Graduate School, iv) two CITI modules (0.75 hrs each) <b>not previously completed</b> v) other RECR opportunities upon approval from the Graduate Program Director
1.5 hr discussion based training during orientation	1.5 hrs RECR workshop (discussion-based) by Graduate School	
1.5 hr VERITIES discussion-based training***	1.5 hr VERITIES discussion-based training	

\*

Introduction-3588  
Authorship-2101  
Plagiarism-2883  
Research Misconduct-2107

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Collaborative Research-2102  
Conflicts of Interest-2103  
Data Management-2104

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For students who started in Fall 2020, A graduate school workshop is a valid alternative

\*\*\*\*: A MSU general version of this table can be found at:

<https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/Grad-Students.aspx>

<b>Students who started after Fall Semester 2016, but prior to Fall Semester 2020</b>	
<b>Requirement</b>	<b>How to meet requirement now</b>
RECR Orientation Training (1.5 hr)	Done - Training certification is being uploaded to SIS and recorded as RCR-4867-ILT
Year 1: 4 CITI modules (Introduction to the Responsible Conduct of Research, Authorship, Plagiarism, Research Misconduct)	4 CITI modules (Introduction to the Responsible Conduct of Research, Authorship, Plagiarism, Research Misconduct)
Year 2: 3 CITI Modules (Collaborative Research; Conflicts of Interest; Data Management)	3 CITI Modules (Collaborative Research; Conflicts of Interest; Data Management)
Year 2: 4.5 more hours of RECR discussion-based training satisfied by a combination of: 1.5 hrs workshop by the graduate school, 3 hours of RECR workshops organized by the department (or two additional RECR trainings offered by the Graduateschool)	Participate in 4.5 hours of discussion based training through a combination of Graduate School workshops, VERITIES training, or other Graduate School approved Discussion-based training.
Year 3 and onward: 3 hours of annual refresher training through a combination of: Guidance committee form and discussion with advisor (1.5 hrs); attend 1.5 hrs of workshops provided by the graduate school or complete 1 CITI module not previously completed; attend 3 hour long departmental workshops; must complete 6 hours of discussion-based training by graduation	See Table for years 3 and onward for Students who started after Summer 2020.

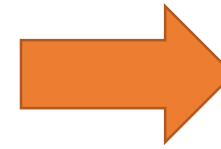
<b>Students who started prior to Spring Semester 2017</b>	
<b>Requirement</b>	<b>How to meet requirement now</b>
RECR Orientation Training (1 hr)	Done - Training certification is being uploaded to SIS and recorded as RCR-4867-ILT
Attend 1 RECR workshop in the first 3 years of graduate school (4 hrs)	You should have completed this, but if not, refer to the new options available in the table for Students who started after Summer Semester 2020;
After passing the comprehensive exam, 3 hours per year completed as part of the annual committee meeting and documented in the committee meeting form	The documentation on the committee form will no longer be available starting Spring Semester 2022 - refer to the new options available in the table for Students who started after Summer Semester 2020;

## Training records in SIS: how-to

The way that training records are entered in SIS depends on the type of training.

- **CITI modules:** Follow instructions at:  
<https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/CITIprograms.aspx>  
CITI Modules are also automatically recorded in Ability and transferred to SIS (with a little delay); for the year 2 courses, and other courses you can take, please see the instructions for how to get to them at the end of this document.
- **Graduate school workshops:** you can sign up for graduate school workshops at:  
<https://grad.msu.edu/recr> Once you register and participate, trainings will be recorded in the Ability system and automatically be transferred to SIS (it takes a week or two before trainings show up in SIS)
- **RECR training provided during Departmental Orientation:** These will be recorded by the Department in Ability during the Fall semester following orientation and transferred automatically to SIS. The code is RCR-4867-ILT.
- **VERITIES Training (Departmental):** These are announced by the Department and recorded by Department in Ability and transferred to SIS. It is important that you register for these trainings and participate in order for your training records to appear. These will also show up with the code RCR-4867-ILT.
- **Group-based discussions led by your advisor or instructor (available starting Spring 2022) or Graduate Level Courses that provide live instruction on RECR concepts**
  - These must be approved by the Graduate Program Director
  - Records must be submitted by the Graduate Program Director or Coordinator through the Ability system and are subsequently updated in SIS
  - The advisor or departmental instructor must prepare the necessary spreadsheet for uploading into Ability: instructions at:  
<https://michiganstate.sharepoint.com/:u:/r/sites/AbilityTrainingSystemHelpFAQ/SitePages/Ability%20-%20add%20group%20records.aspx?csf=1&web=1&e=Sa0anM>
- One-on-one mentoring by the advisor to the student. A topic of discussion must be selected in addition to a duration (15 minute increments). To record these sessions, follow the instructions at:  
<https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/GradPlan%20-%20View,%20enter%201%20on%201.aspx> Note that these do not count towards group discussion-based training. **Students must notify their advisors that they have entered the training in SIS and that they need to approve, as there is no automatic notification.**
- **(Historical) Discussion based training as part of your annual guidance committee meetings:** this option is no longer available, and hasn't been since the end of Fall 2022. You can still record such trainings taken prior to spring 2022 by following these instructions:  
<https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/GradPlan%20-%20View,%20enter%201%20on%201.aspx> (MSU login needed). **Students must notify their advisors that they have entered the training in SIS and that they need to approve, as there is no automatic notification.**  
Note that these trainings will not count towards group-based discussion requirements.

**Appendix: Finding year 2 and optional CITI courses in the CITI system**



# Responsible Conduct of Research (RCR)

RCR covers core norms, principles, regulations, and rules governing the practice of research.

## ORGANIZATIONS

[LEARN MORE](#)

## LEARNERS

[EXPLORE COURSES](#)

## QUESTIONS?

[Contact Us](#)



## About these Courses

The National Institutes of Health (NIH), National Science Foundation (NSF), and U.S. Department of Agriculture (USDA) require certain categories of researchers to receive RCR training. RCR is increasingly viewed as an essential component of training, regardless of a researcher's source of funding.

Welcome, [REDACTED]

[Add Institutional Affiliation](#)

[Register as Independent Learner](#)

1

Course  
Completed

4

Years of  
Membership

## Institutional Courses

Institutional Courses are available to learners who have an affiliation with one or more subscribing institutions. If an institution with which you are affiliated is not listed, you may want to [add an affiliation](#). If you are no longer associated with a listed institution, you may want to [remove an affiliation](#).

Michigan State University (MSU)

[View Courses](#)

Would you like to affiliate with another Institution?

[Add Affiliation](#)

Would you like to remove an existing affiliation?

[Remove Affiliation](#)



## Independent Learner

Register as an independent learner to purchase course content. Before you purchase a course, please make sure you do not already have access to that course through an Institutional affiliation. Please note that refunds are not available for courses purchased as an Independent Learner.

Welcome, [REDACTED]

[Add Institutional Affiliation](#)  
[Register as Independent Learner](#)

1

Course  
Completed

4

Years of  
Membership

✔ Success: Your information has been successfully submitted.

Show Courses for: Michigan State University (MSU) ▼

[Institution List](#)

## Michigan State University (MSU)

### Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

### Courses Ready to Begin

[Learner Tools](#)

You have no courses ready to begin for this Institution.

### Completed Courses

[Learner Tools](#)

Michigan State University (MSU)  
MSU Graduate School RCR Program  
Stage 1 - Basic Course

Scroll down





## Michigan State University (MSU)

### Active Courses

[Learner Tools](#)

You have no active courses for this Institution.

### Courses Ready to Begin

[Learner Tools](#)

You have no courses ready to begin for this Institution.

### Completed Courses

[Learner Tools](#)

Michigan State University (MSU)

MSU Graduate School RCR Program

Stage 1 - Basic Course

[Post-Course Survey](#) 

Passed 03-Jan-2018

[Review Course](#)

[View - Print - Share Record](#)



#### Learner Tools for Michigan State University (MSU)

- [Add a Course](#)
- [Remove a Course](#)
- [View Previously Completed Coursework](#)
- [Update Institution Profile](#)
- [View Instructions Page](#)
- [Remove Affiliation](#)



## MSU Graduate School RCR Program

Michigan State University (MSU)

You completed the mandatory elements of this course on **03-Jan-2018** with a final reported average score of **100%**. This is the date and score recorded in the Completion Report sent to your institution.

100%

[View - Print - Share Record](#)

- You may review any of the course content and retake quizzes, including those for supplemental optional modules, but your reported quiz scores and dates will not change.
- You do not receive any extra credit for this course if you retake quizzes or complete additional quizzes on supplemental materials.
- In some cases, completion of additional modules may be required for eligibility for CEU credits.
- Additional completions and new quiz scores may transfer to other CITI Program courses, if you register for courses that include those modules. You must login using the same account, and the other institution must allow transfer credit.

**NOTE: YOUR COURSE IS CURRENT AND A NEW COMPLETION REPORT WILL NOT BE GENERATED.**

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### Required Modules

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Scroll down



## Required Modules

Modules	Completed	Score	
Introduction to RCR (RCR-Basic) (ID 17009)	03-Jan-2018	100%	<a href="#">Review</a>
Authorship (RCR-Basic) (ID 16597)	03-Jan-2018	100%	<a href="#">Review</a>
Research Misconduct (RCR-Basic) (ID 16604)	03-Jan-2018	100%	<a href="#">Review</a>
Plagiarism (RCR-Basic) (ID 15156)	03-Jan-2018	100%	<a href="#">Review</a>

## Optional Modules

Modules	Completed	Score	
Collaborative Research (RCR-Basic) (ID 16598)	03-Jan-2018	100%	<a href="#">Review</a>
Conflicts of Interest (RCR-Basic) (ID 16599)	03-Jan-2018	80%	<a href="#">Review</a>
Data Management (RCR-Basic) (ID 16600)	03-Jan-2018	100%	<a href="#">Review</a>
Financial Responsibility (ID 16601)	Optional	-	<a href="#">Start</a>