Background
The Responsible Conduct of Research (RCR) training requirements have changed over the years. In addition, the RCR trainings will now be tracked in the new Student Information System (SIS). This document aims to clarify what the requirements are for the students that started at different times in the program, how to meet these requirements (especially since some of the original trainings will no longer be made available), and how to make sure these trainings are recorded in (SIS).

More information of the new RCR training requirements can be found in the Graduate Student Handbook (Version of October 10, 2021) and at: https://grad.msu.edu/researchintegrity

Note that at the time of writing of this document, enforcement of the training requirements for students who wish to graduate is not yet in place. It is not clear when that will happen, but students should make sure their trainings are up-to-date, follow the requirements, and are recorded in SIS.

Training requirements
The following three tables provide the training requirements for students who started at different times in the Department’s graduate program. Students are held to the training requirements in place when they entered the program. However, you can make up for missed trainings. Some training opportunities previously offered are no longer available (or will soon be). Alternatives are identified in the tables.

Please be aware that 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 RCR requirements prior to being able to obtain their degree.

Color coding in the tables

<table>
<thead>
<tr>
<th>All</th>
<th>Ph.D. only</th>
<th>Ph.D. &amp; MS Plan A</th>
<th>MS - Plan A &amp; Plan B</th>
</tr>
</thead>
</table>

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<th>Year 1</th>
<th>Year 2</th>
<th>Year 3 and beyond</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 CITI modules*</td>
<td>3 CITI Modules**</td>
<td>3 hrs per year by combining:</td>
</tr>
<tr>
<td>1.5 hr discussion based training during orientation</td>
<td>1.5 hrs RCR workshop (discussion-based) by Graduate School</td>
<td>i) 1.5 hr discussion based training in group meeting,</td>
</tr>
<tr>
<td>1.5 hr VERITIES discussion-based training***</td>
<td>1.5 hr VERITIES discussion-based training</td>
<td>ii) 1.5 hr VERITIES discussion based training,</td>
</tr>
</tbody>
</table>

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

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

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

### Students who started after Fall Semester 2016, but prior to Fall Semester 2020

<table>
<thead>
<tr>
<th>Requirement</th>
<th>How to meet requirement now</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCR Orientation Training (1.5 hr)</td>
<td>Done - Training certification is being uploaded to SIS and recorded as RCR-4867-ILT</td>
</tr>
<tr>
<td>Year 1: 4 CITI modules (Introduction to the Responsible Conduct of Research, Authorship, Plagiarism, Research Misconduct)</td>
<td>4 CITI modules (Introduction to the Responsible Conduct of Research, Authorship, Plagiarism, Research Misconduct)</td>
</tr>
<tr>
<td>Year 2: 3 CITI Modules (Collaborative Research; Conflicts of Interest; Data Management)</td>
<td>3 CITI Modules (Collaborative Research; Conflicts of Interest; Data Management)</td>
</tr>
<tr>
<td>Year 2: 4.5 more hours of RCR discussion-based training satisfied by a combination of: 1.5 hrs workshop by the graduate school, 3 hours of RCR workshops organized by the department (or two additional RCR trainings offered by the Graduateschool)</td>
<td>Participate in 4.5 hours of discussion based training through a combination of Graduate School workshops, VERITIES training, Discussion based training in group meetings with advisor</td>
</tr>
<tr>
<td>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</td>
<td>See Table for years 3 an onward for Students who started after Summer 2020.</td>
</tr>
</tbody>
</table>
## Students who started prior to Spring Semester 2017

<table>
<thead>
<tr>
<th>Requirement</th>
<th>How to meet requirement now</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCR Orientation Training (1 hr)</td>
<td>Done - Training certification is being uploaded to SIS and recorded as RCR-4867-ILT</td>
</tr>
<tr>
<td>Attend 1 RCR workshop in the first 3 years of graduate school (4 hrs)</td>
<td>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;</td>
</tr>
<tr>
<td>After passing the comprehensive exam, 3 hours per year completed as part of the annual committee meeting and documented in the committee meeting form</td>
<td>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;</td>
</tr>
</tbody>
</table>

**Training records in SIS: how-to**

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

- **Graduate school workshops**: you can sign up for graduate school workshops at: [https://grad.msu.edu/rcr](https://grad.msu.edu/rcr) Once you register and participate, trainings will be recorded in the Ability system and automatically be transferred to SIS (with a couple of weeks delay)

- **CITI modules**: you can participate by:
  1. Logging into CITI using your MSU NetID and password.  
     a. Go directly to the CITI Program website and click “log-in through my institution.”
  2. (For first-time MSU CITI users) Follow the 'Get Started' instructions from MSU’s Office of Regulatory Affairs (ORA) – you might need to log into your MSU account before being able to see this document
  3. Under “Courses Ready to Begin”, click “Start” next to “MSU Graduate School RCR Requirements.” For taking courses beyond the original 4, please see instructions below.

  **CITI Modules are also automatically recorded in Ability and transferred to SIS (with a couple of weeks delay)**

- **RCR training provided during Departmental Orientation**: These will be recorded by the Department in Ability and transferred automatically to SIS. The code is RCR-4867-ILT.

- **VERITIES Training (Departmental)**: These will likely be recorded by Department in Ability as well and automatically be transferred to SIS. It is important that you register for these trainings and participate in order for your training records to appear. The first VERITIES trainings will be offered in October or November 2021.

- **Discussion based training as part of your committee meetings (available until Spring 2022) or group-based discussions led by your advisor (available starting Spring 2022)**: In order for these training records to show up in SIS, the student must enter them and do so retroactively to make sure all past such trainings are recorded. Instructions are available at: [https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/GradPlan%20-%20View,%20Enter%201%20On%201.aspx](https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/GradPlan%20-%20View,%20Enter%201%20On%201.aspx) (MSU login needed). Their advisor must approve these trainings (instructions in the same link as above). **Students must notify their advisors that they have entered the training in SIS, as there is no automatic notification.**
Taking additional RCR CITI courses online.

To take additional CITI courses beyond the original four, please follow the instructions on the following pages.
 Responsible Conduct of Research (RCR)

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

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, [Name]

Add Institutional Affiliation
Register as Independent Learner

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)

Would you like to affiliate with another Institution?

Would you like to remove an existing affiliation?

View Courses
Add 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,

Add Institutional Affiliation
Register as Independent Learner

Success: Your information has been successfully submitted.

Show Courses for: Michigan State University (MSU)

Michigan State University (MSU)

Active Courses
You have no active courses for this Institution.

Courses Ready to Begin
You have no courses ready to begin for this Institution.

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

Learner Tools

Scroll down
Michigan State University (MSU)

Active Courses
You have no active courses for this Institution.

Courses Ready to Begin
You have no courses ready to begin for this Institution.

Completed Courses

Michigan State University (MSU)
MSU Graduate School RCR Program
Stage 1 - Basic Course
Post-Course Survey
Passed 03-Jan-2018

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
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.

- 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.
# Required Modules

<table>
<thead>
<tr>
<th>Modules</th>
<th>Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to RCR (RCR-Basic) (ID 17009)</td>
<td>03-Jan-2018</td>
<td>100%</td>
</tr>
<tr>
<td>Authorship (RCR-Basic) (ID 16597)</td>
<td>03-Jan-2018</td>
<td>100%</td>
</tr>
<tr>
<td>Research Misconduct (RCR-Basic) (ID 16604)</td>
<td>03-Jan-2018</td>
<td>100%</td>
</tr>
<tr>
<td>Plagiarism (RCR-Basic) (ID 15156)</td>
<td>03-Jan-2018</td>
<td>100%</td>
</tr>
</tbody>
</table>

# Optional Modules

<table>
<thead>
<tr>
<th>Modules</th>
<th>Completed</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaborative Research (RCR-Basic) (ID 16598)</td>
<td>03-Jan-2018</td>
<td>100%</td>
</tr>
<tr>
<td>Conflicts of Interest (RCR-Basic) (ID 16599)</td>
<td>03-Jan-2018</td>
<td>80%</td>
</tr>
<tr>
<td>Data Management (RCR-Basic) (ID 16600)</td>
<td>03-Jan-2018</td>
<td>100%</td>
</tr>
<tr>
<td>Financial Responsibility (ID 16601)</td>
<td>Optional</td>
<td>-</td>
</tr>
</tbody>
</table>