Responsible Conduct of Research Training Requirements
Department of Physics and Astronomy, Michigan State University

Contents

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

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

Students who started coursework in Fall Semester 2020 or afterwards		
Year 1	**Year 2**	**Year 3 and beyond**
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 RCR workshop(s) by the Graduate School, iv) two CITI modules (0.75 hrs each) not previously completed v) other RCR opportunities upon approval from the Graduate Program Director
1.5 hr discussion based training during orientation	1.5 hrs RCR 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	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	
Requirement	**How to meet requirement now**
RCR 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 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)	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
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 comleted; attend 3 hour long departmental workshops; must complete 6 hours of discussion-based training by graduation	See Table for years 3 an onward for Students who started after Summer 2020.

Students who started prior to Spring Semester 2017	
Requirement	**How to meet requirement now**
RCR Orientation Training (1 hr)	Done - Training certification is being uploaded to SIS and recorded as RCR-4867-ILT
Attend 1 RCR 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.

- **Graduate school workshops:** you can sign up for graduate school workshops at: 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."
    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 (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.**