



# Department of Community Sustainability

## RCRS (Responsible Conduct of Research and Scholarship) Training: Implementation Plan (2020)

### Background

To satisfy federal regulations, MSU requires that all graduate students and postdocs complete training in research ethics. This training is individualized to each graduate program and must be documented. The Association of American Universities (AAU) recommended a minimum of **five hours in the first year** of a person's research career and **three hours annually thereafter**, or as required by a specific funding agency, whichever is greater. MSU modified its requirements based on the belief that "[t]he plan is predicated on the principles that a basic understanding of issues is necessary through didactic training and a periodic reinforcement of the principles through discussion." The CSUS plan combines the MSU requirements with the AAU guidelines, and retains the **annual training requirement**, based on **calendar years** rather than academic years.

**In addition to** these requirements, certain grants (e.g., NSF, NIH, USDA) may require researchers to obtain additional training related to the responsible research conduct and must meet those guidelines/ timelines.

Use CHROME or FIREFOX browsers, with pop-up windows and cookies enabled.

NOTE: A new tracking system, ABILITY, was implemented in 2019.

Anyone who conducts a study that requires Institutional Review Board (IRB) approval and involves human subjects must meet training requirements for human subjects' research protection offered by MSU's Human Research Protection Program (HRPP). HRPP requires the "initial educational requirement" (*Year 1, #1 next page*). Find requirements for initial training via:

<https://hrpp.msu.edu/training/index.html> and the entry page to the ABILITY system at (you must log on):

<http://ora.msu.edu/train/new-users/index.html>

HRPP/IRB training consists of two modules: Overview of Human Research Protection at MSU, and Ethical and Regulatory Considerations. HRPP/IRB training can be incorporated as part of CSUS's RCR requirements. To meet Graduate School requirements, basic HRPP/IRB training is supplemented in **Year 1** for CSUS students with four 4 CITI modules and 3 hours of RCR-related discussion in CSUS 802.

### Who

**All CSUS & STPAM graduate students (MA in AFNRE, MS Plan A, MS Plan B, and Ph.D.) and post-doctoral fellows are required to follow MSU policies and guidelines for Responsible Conduct of Research (RCR).** Graduate students, including those who work on an hourly basis, and postdoctoral fellows are required to comply with RCR requirements.

### Requirements and Record-keeping/Tracking

Details and instructions for meeting annual RCR requirements (for Year 1, Year 2, and Years 3 and beyond) are below and in *Annual RCR Training Record Forms* at: [https://www.canr.msu.edu/csus/graduate/current\\_students/forms](https://www.canr.msu.edu/csus/graduate/current_students/forms) under "OTHER."

Note: Completing annual RCR training and submitting documentation on time is part of maintaining "**academic good standing**" for eligibility for fellowships, awards, travel funding, GOF and other funding.

To explore the new ABILITY system (contains a training video, a PDF basic user guide, and a link to the system for which you will have to log in) and to track your training, go to: <http://ora.msu.edu/train/new-users/index.html>

### IRB ≠ RCR

IRB training is required by MSU before you can conduct research involving human subjects. IRB training can be used to meet part of your annual RCR training, but is not sufficient to meet RCR training requirements.

**IRB training** is required by MSU's Office of Contracts and Grants before engaging with research involving human subjects (use CLICK™)

**RCR training** is required by CSUS every calendar year.

*Upon completion of annual training), students must complete the Responsible Conduct of Research and Scholarship (RCRS) Certification form and submit it and supporting documentation to the Graduate Secretary. Some forms of training are tracked in ABILITY; however, some of the discussion-based training is not. Therefore, we require these forms to fully track training. The CSUS Graduate Secretary maintains the Annual RCR Training Record forms along with completed Annual Graduate Student Assessments, both of which are required to maintain "academic good standing." Note that RCR training records will be incorporated into the "new SIS" called Campus Solutions, being rolled out at MSU in late 2020 and early 2021.*

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## Initial/Year 1 RCR Education

All CSUS graduate students must complete **all three of the items below** by December 31 of their first fall semester (prior to their first annual assessment, which is completed in the subsequent January for the previous calendar year). Because all new CSUS graduate students (M.S. Plan A, M.S. Plan B, and Ph.D.) are required to take CSUS 802 during their first fall semester, first year requirements are covered during that course (of course, students must participate in those class days/sessions during which RCR is covered).

1. **Initial IRB Training (via MSU's HRPP website):** offered by MSU's Human Research Protection Program (HRPP). HRPP/IRB training can be found via ABILITY training system (*Firefox or Chrome browsers recommended*). Use your NetID@msu.edu e-mail address. (<https://hrpp.msu.edu/training/index.html>) Login to the ABILITY training system. In your Requirements tile, click the + and add the [Human Research Protection track](#). You must complete both courses:

- Overview of Human Research Protection at MSU, and
- Ethical and Regulatory Considerations

If incoming students have current IRB training, that suffices for Year 1's #1 requirement. (1 of 5 hours)

2. **Four (4) Required CITI Modules** offered by MSU's Human Research Protection Program (HRPP). *MSU has licensed access to CITI modules. Register for, then access/log in to CITI modules via <https://ora.msu.edu/train/programs/citi.html>* (1 of 5 hours)

ANSWERS TO QUESTIONS TO ENROLL IN RCR COURSE:

1) Select Learner Group → "MSU Graduate School RCR Program" 2) "Not at this time" 3) "Not at this time" 4) Social Behavioral Educational Researchers" → then hit SUBMIT → complete the four required modules)

- Introduction to the Responsible Conduct of Research (RCR Basic 17009)
- Plagiarism (RCR Basic 16604)
- Authorship (RCR Basic 16597)
- Research Misconduct (RCR Basic 15156)

3. **In-class discussion-based training about RCR issues during CSUS 802** (3 of 5 hours required during first year of degree program)

## Year 2 RCR Education (calendar year after first fall semester of CSUS graduate work)

All CSUS graduate students must complete **both of the items below:** 3 hours of discussion-based RCR training PLUS three (3) additional CITI modules.

1. **Three (3) hours of discussion-based training:** either via CSUS/GSO-offered RCR discussion sessions, via Graduate School-offered RCR workshops, or via CANR-offered Dialogue Workshops. For Graduate School sessions, register EARLY to assure you can take the courses (enrollment limited and they fill fast). See <https://grad.msu.edu/rcr> (alternatively, 3 hours discussion-based training; see #4, 5 and 6 in Year 3+ below)
2. **Three (3) additional CITI Modules** from the following (found as "Supplemental Modules" in CITI's MSU Graduate School RCR Program, where you found "Required Modules" for Year 1); to access training modules, log in to CITI modules via <https://ora.msu.edu/train/programs/citi.html>
  - CITI Collaborative Research (RCR Basic 16598)
  - CITI Data Management (RCR Basic 16600)
  - CITI Mentoring (RCR Basic 16602)
  - CITI Conflicts of Interest (RCR Basic 16599)
  - CITI Financial Responsibility (RCR Basic 16601)
  - CITI Peer Review (RCR Basic 16603)

MSU has licensed access to CITI modules. Register for, then access/log in to CITI modules via <https://ora.msu.edu/train/programs/citi.html>

## Year 3 & Beyond RCR Education (each subsequent calendar year after first two years' requirements met)

All active CSUS graduate students must complete three additional hours of training (in some combination of discussion-based RCR refresher training via workshops or other discussion-based training, IRB refresher, additional CITI modules) during each subsequent calendar year of their degree program work. Select any combination from the following, to add up to three hours:

1. **Graduate School-offered RCR workshops** (workshops @ 1.5 hrs). Register EARLY. See <https://grad.msu.edu/rcr>
2. **Additional CITI Modules** (beyond those already taken; if you've taken all the "basic" modules, you can take modules in the CITI Refresher Courses, or Social/Behavioral. Access via *CITI modules at <https://ora.msu.edu/train/programs/citi.html>*). (2 modules = 1 hour)
3. **HRPP/IRB Refresher.** (1 hour)
4. **CSUS/GSO-offered** discussion-based training (watch for announcements from the GSO; typically offered as 1.5-hour sessions each)
5. **Center for Interdisciplinarity-offered** discussion-based training (piloted summer 2020; watch for announcements via email)
6. One-hour blocks of **readings and/or PPT reviews plus discussion** with Advisor or PI (based on selected readings and other resources from RCR website: <https://grad.msu.edu/researchintegrity/resources> )

### Complete each year's RCR training no later than December 31 of that calendar year.

Please note that the above requirements are only *minimum* requirements for RCR training. Students interested in learning more about the responsible conduct of research are encouraged to take advantage of the many resources available from the Graduate School, the Human Research Protection Program, and Office of Research Integrity. Included are workshops, online tutorials and readings. **Submit CSUS form plus documentation for annual required training, and also track your non-discussion-based training in the ABILITY tracking system.**