

Responsible Conduct of Research (RCR) Training Tracking Form for Initial/1st Calendar Year of Degree Program

Student, with review of/approval by their advisor, will complete this form as part of the CSUS requirement for graduate student RCR training. **Initial training** must be completed by December 31 of the student's first fall semester in CSUS. **Refresher training** must be completed each calendar year thereafter (also by December 31 of each year). See details on the overall guidelines sheet and on the relevant "year's" form (Initial Year; Year 2; or Year 3 and Beyond).

*Note: Student must provide advisor with **documented evidence of training** (e.g., certificate of HRPP tutorial completion, CSUS 802 instructor's signature/initials, and CITI modules) before advisor will sign this form. We will use the forms during 2019 while everyone is learning the Ability system.*

Student Name: _____ Submitted for Calendar Year: _____
Advisor Name: _____

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Initial RCR Education (5 hours in first calendar year of CSUS Graduate Work)

All new 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). Use the table below to indicate the date completed for each of the required training elements.

(After getting signatures from your CSUS 802 instructor – confirming attendance/participation in the 3-hour in-class discussion element – and your advisor, submit signed form plus documentation for the IRB training and CITI modules. Typically these are certificates. Be sure the date and your name are showing.)

Training Type (HRPP/IRB; CITI; discussion via CSUS 802)	Learning Format or Title	Date Completed (mm/dd/yyyy)	# hours
HRPP/IRB	Initial IRB/HRPP Training (2 modules required)		1
CITI Module	Introduction to the Responsible Conduct of Research (required)		0.25
CITI Module	Authorship (required)		0.25
CITI Module	Plagiarism (required)		0.25
CITI Module	Research Misconduct (required)		0.25
Via CSUS 802	3 hours of in-class discussion about RCR issues		3

Student Signature: _____ Date Signed: _____
CSUS Instructor Signature: _____ Date Signed: _____
Advisor Signature: _____ Date Signed: _____