

## Responsible Conduct of Research (RCR) Training

### Tracking Form for 3rd and Subsequent Calendar Years 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. **Refresher Training** must be completed by December 31 of each calendar year after the first fall semester while student is working on a graduate program in CSUS (unless student has actively withdrawn temporarily). See specific requirements on the overall guidelines sheet and below for Year 3 and Beyond.

*Note: Student must provide advisor with **documented evidence of training** (e.g., certificate or record of IRB/RCR refresher completion, CITI modules, or RCR Workshop; evidence of other) 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: \_\_\_\_\_ Specify Year: 3<sup>rd</sup>, 4<sup>th</sup>, etc.: \_\_\_\_\_

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### Year 3 & Beyond RCR Refresher Training

*(3 hours each calendar year after first two calendar years of CSUS Graduate Work)*

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:

- Graduate School-offered RCR workshops** (workshops @ 1.5 hrs). Register EARLY. See <https://grad.msu.edu/rcr>
- Additional CITI Modules** (beyond those already taken; if you've taken all "basic" modules, you can begin taking modules in the CITI Refresher Courses. Access CITI modules via <https://ora.msu.edu/train/programs/citi.html> ). (2 modules = 1 hour)
- IRB Refresher** (in alternating years, when due). (1 hour)
- CSUS/GSO-offered** discussion-based training (watch for announcements from the GSO; typically offered as 1.5-hour sessions each)
- 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>)

Training Type (RCR Workshop, CITI, IRB, CSUS/GSO, Read/Discuss)	Title (of CITI Modules, RCR Workshops, CSUS/GSO discussion sessions, IRB Refresher, Article[s], etc.) (use 2 pages if needed)	Date Completed (mm/dd/yyyy)	# hours

Student Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
 Advisor Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

*(new requirements approved for CSUS October 2016; revised annually for CSUS, most recently 9/30/2019)*