RCRSA Requirements for HALE PhD Students
(as of Fall 2023)

The Graduate School has developed requirements for graduate students regarding the Responsible Conduct of Research, Scholarship, and Creative Activities (RCRSA, a.k.a. RCR). The HALE PhD Program follows the **plan listed for doctoral students**. This requires students to complete the items noted below. Each year begins with the first day of Fall classes. Do not complete requirements early (i.e., prior to the year in which they are required) as they will not be recorded in advance.

➢ **Year 1: CITI Modules**

Students must complete these four <u>specific modules</u> in Year 1:
- Introduction to the Responsible Conduct of Research
- Authorship
- Plagiarism
- Research Misconduct

Students must be logged in via their MSU email address. After you complete the CITI Modules, they will be entered <u>automatically</u> on your RCR page in the Student Information System (SIS) when the systems update (can take up to 2 weeks). The student <u>does not</u> submit this information to SIS.

➢ **Complete Before Candidacy: 6 hours of discussion-based training**

These hours are met through successful completion of EAD960 (3 hours) and EAD995 (3 hours).

After you successfully complete EAD960 and EAD995, the HALE PhD Program will submit these hours for inclusion on your RCR page in SIS. The student <u>does not</u> submit these discussion hours to SIS.

➢ **Year 2: CITI Modules**

Students must complete <u>three of six specific modules</u> in Year 2 (see list below). After logging in to your CITI Modules account, go to the "Completed Courses" section and click "Review Course." Go to the list of "Optional Modules." These options will only appear after the student has completed the Year 1 required CITI modules.
- Collaborative Research
- Conflicts of Interest
- Data Management
- Mentoring
- Peer Review
- Financial Responsibility

After you complete the CITI Modules, they will be entered <u>automatically</u> on your RCR page in SIS when the systems update (can take up to 2 weeks). The student <u>does not</u> submit this information to SIS.

> ➤ **Year 3 forward: Three hours of annual refresher training**

In year 3 and each subsequent year, students are required to complete 3 hours of refresher training. This can be completed via **CITI Modules** (those not already completed by the student), workshops, courses, and/or discussions with your advisor/chair. New CITI Modules taken for refresher training will be entered <u>automatically</u> on your RCR page in SIS when the systems update. Workshops or courses must be entered by the individual running the workshop/course. To add advisor/chair discussion hours, the student clicks on the RCR Discussion Form tab and completes the required information. The student's advisor will get an email from SIS asking them to approve these discussion hours. *NOTE*: Make sure your advisor is correctly listed as such in SIS. To confirm your advisor, click the Academic Progress tile on your **SIS** homepage and then click the Advisors tab on the left. If there is an error, contact the EAD Program Assistant at **haleadm@msu.edu.**

It is the responsibility of the <u>student</u> to verify completed RCR requirements appear on their RCR page in SIS. Note that these are graduation requirements. In addition, Negative Service Indicators (holds) will be applied to a student's record if they fail to complete their annual RCR requirements.

To view your RCR pages in SIS, after you **log in**, click the Academic Progress tile. On the left, click RCR. Please give the system time to update after you have completed/entered these requirements; information will not appear instantly. If information is missing in SIS, contact the EAD Program Assistant at **haleadm@msu.edu**.

Screenshot of RCR tracking page in the Student Information System: