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**Higher, Adult, and Lifelong
Education Unit
RCR Requirements**

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Michigan State University requires that all graduate students be trained in the responsible conduct of research as part of their educational experience.

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All HALE doctoral students are required to complete five hours of training in the first year and three hours of training in each subsequent year. Training is generally covered in two ways.

- Components may be fulfilled through required courses in the HALE PhD curriculum (EAD 960, CEP 930, EAD 995, CEP 931, CEP 932, EAD 955b, or equivalent courses) - consult the syllabi from these courses and the faculty member teaching the course
- Components can be completed through training sessions offered by various entities

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The components of the training may be a mixture of on-line and face-to-face educational experiences and include the following topics:

	Initial Training Year 1	Refresher Training Annually, after Year 1
Required Hours	5 hours	3 hours
Training Components	Human Research Protection Program (2 hours) Conflict of Interest (30 min) Authorship Issues and Data Issues (1 hour) Additional Discussion of Issues Related to Responsible Conduct of Education Research (90 min)	Complete the required recertification for human research protection (~1-2 hours) Additional Discussion of Issues Related to Responsible Conduct of Education Research Participate in one of the workshops described under initial certification

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Responsible Conduct of Research (RCR) Initial Training Year 1

Required Hours: 5

Training Components:

- Human Research Protection Program (2 hours)
Suggestion: For this requirement, you can complete the Training Tutorial on Human Subject Research Protections (2 hours), see <https://hrpp.msu.edu/required-training>
- Conflict of Interest (30 min)
 - o 30 minutes – Publishing in Scholarly Arenas, EAD 960
- Authorship Issues and Data Issues (1 hour)
 - o 1 hour – Research Paradigms, EAD 960
- Additional Discussion of Issues Related to Responsible Conduct of Education Research (90 minutes)
 - o 60 minutes additional authorship issues and data issues – Writing Strategies and Ethical Issues, EAD 960
 - o 30 minutes additional authorship issues and data issues – Critiquing Research Articles & Publishing in Scholarly Arenas, EAD 960

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To support the Responsible Conduct of Research training requirements, the following resources are available. Students should consult with their academic adviser and/or research supervisor to determine the appropriate training topics.

- Research Training Tracking System (RTTS):
<https://www.egr.msu.edu/secureresearchcourses/>
- Human Research Protection Program modules:
<https://hrpp.msu.edu/required-training>
- Workshops offered by the graduate school:
<http://grad.msu.edu/rcr/>
- PowerPoint resources through the graduate school:
<http://grad.msu.edu/researchintegrity/resources/>

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Each student is expected to enter the relevant information regarding the completion of this training into the [Research Training Tracking System \(RTTS\)](#).

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Students will need to create a new account each academic year. For the purposes of the Research Training Tracking System (RTTS), an academic year is August 16 -August 15. You will not be able to edit your account once it has been locked.

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General Instructions:

1. Go to the following URL:

<https://www.egr.msu.edu/secureresearchcourses/>

2. Enter your MSUNET ID and password

RTTS Research Training Tracking System

Welcome

The Research Training Tracking System (RTTS) was developed by The Graduate School, the College of Engineering and the Division of Engineering Computing Services (DECS) at Michigan State University.

This online application can be accessed from anywhere.

Application features include the ability to:

- Enter/edit Responsible Conduct of Research (RCR) **completed** training data
- Generate reports

To begin, please login.

Login Using your MSUNETID and Password.

Username:

Password:

Resources

- DECS
- College of Engineering
- Michigan State University

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3. Confirm your account OR click on "Create/Edit Trainee Account"
4. Enter the MSUNetID of your academic adviser (or faculty supervisor if you are completing RCR training as a research assistant)
5. From the "Training Description" dropdown menu select the appropriate choice. If you select "Other," indicate the training topics in the "Notes" field (Please see examples on next slide)
6. Enter the number of hours
7. Enter the training date (If there is more than one date, then just select a date in the range)
8. To add additional training, log in to your account; click "Create/Edit Trainee Account" and add the appropriate information
9. Click Save

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Some examples...

RCR Training Description:	Training Date:	# Hours:
Authorship/Data Issues (Note: EAD 930 - data protection)	11-06-2012	2.0
Human Subjects (Note: EAD 930 - Protection of human subjects/confidentiality)	11-20-2012	2.0
Authorship/Data Issues (Note: EAD 930 - authorship issues)	11-20-2012	1.0
Other: Human Resource Protection Program (Note: EAD 966 "Students in Postsecondary Ed" - review of IRB process and human subject protection)	01-17-2012	2.0
Other: Informed Consent (Note: EAD 966 "Students in Postsecondary Ed" - discussion of informed consent for interviews and surveys)	02-28-2012	0.5
Other: Data Storage (Note: EAD 966 "Students in Postsecondary Ed" - discussion of data storage and confidentiality)	04-10-2012	0.5
Other: RCR: Crediting the Work of Others, Avoiding Plagiarism (Note: This was a review of the PowerPower available via the MSU Graduate School materials)	04-20-2012	1.5
Other: History and Ethical Principles- SBR (Note: This was a CITI module)	08-13-2012	1.0
Conflict of Interest (Note: Conflict of Interest Workshop attended from 1:30 pm - 3:00 pm, instructor Terry May)	09-11-2012	1.5
Authorship/Data Issues (Note: What Every Student Needs To Know About Research Integrity, Dr. Frank Lawrence)	01-15-2013	1.0
Authorship/Data Issues (Note: Authorship - RCR workshop, Dr. Jim Pivamik, MSU Research Integrity Officer)	04-04-2013	1.0
Human Subjects (Note: Reviewed online PPTs and read all relevant materials on Human Subjects found online at: http://grad.msu.edu/rcr/ , Protecting Human Research Participants)	05-01-2012	2.0

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Fast Resources and locations

Description	Location
Graduate School's Research Integrity site	http://grad.msu.edu/researchintegrity/
Graduate School's PPT resources on Research Integrity topics	http://grad.msu.edu/researchintegrity/resources/
Graduate School's RCR workshops	http://grad.msu.edu/rcr/
Online free tutorials addressing research integrity, data management, assignment of authorship, the mentor-mentee relationship, conflicts of interest, the publication process, and issues relating to human subjects, peer review, publication and responsibilities to society. Access is through D2L.	http://grad.msu.edu/researchintegrity/Epigeum.aspx
College of Education's approved RCR plan	http://grad.msu.edu/researchintegrity/rcrplan.aspx?College=Education
College of Education IRTL page on RCR	http://education.msu.edu/irtl/training/rcr.asp
College of Engineering's RTTS system	https://www.egr.msu.edu/secureresearchcourses/
MSU's Human Research Protection Program (HRPP)	http://hrpp.msu.edu
Human Research Protection modules	https://train.ora.msu.edu/
CITI Modules	www.citiprogram.org

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To access the most current HALE RCR requirements, visit:

<http://education.msu.edu/ead/HALE/phdhale/programhandbook.asp>