JOB AID
GradPlan – Faculty/Committee Member
01/21/202
Doctoral and Master’s students in the graduate schools use GradPlan to build and keep records of their committees, course lists, and yearly research activity updates. They will also have access to their annual reviews. Students will also be able to view RCR records and request approval for in-person meetings with their graduate advisor.

Faculty who serve as guidance committee members will be able to review GradPlans for the students on whose committees they serve (including committee composition and course plans), view student annual reviews, approve or deny RCR in-person discussion hours for advisees, and approve or deny workflow requests.

**Navigation:** Admin homepage > Graduate & Professional

Log-in to campus solutions at [https://student.msu.edu](https://student.msu.edu).

On the **Admin** homepage, click on the Graduate & Professional tile.

The menu on the left side of the screen will have four options:

- **GradPlan Students** allows guidance committee members to look up and view the GradPlans of the students on whose committees they serve.
- The **Track RCR** link allows faculty to view RCR data for students.
- **Verify Advisee Training** is where graduate advisors can see a list of any one-on-one RCR training that their advisees have submitted for approval.
- **Worklist** is a link to pending worklist items requiring attention.
GradPlan Students

1. Click **GradPlan Students** on the left side menu.

2. **ID**: If you know the Student ID, enter it, and click **Search**. If you do not know the Student ID, enter Last Name/First Name and click Search.

   Note that the search will return only the students on whose guidance committee you serve.
The GradPlan page opens to the **Research Overview** tab.

**Research Overview Tab**

This is where results are stored for the activity guides that graduate students are required to complete every year. The activity guides are assigned at the start of each academic year as “to-do” items, with the student’s responses stored on this page.

The student is required to complete the activity guide every academic year they are enrolled. There is a row for every academic year, beginning with the current year, where you can review the status/results, including:

A. **Graduate Handbook**: In this section, the student acknowledges responsibility to follow university guidelines and policies.

B. **Responsible Conduct of Research**: The student acknowledges and agrees with MSU’s responsible conduct of research requirements and to complete required training.

C. **Research Reviews and Approvals**: In this section, if student answers “yes” to either of the human/animal subjects questions, additional fields open for the IRB Number/IACUC Number validating that the required approvals have been obtained. These fields are editable for staff to make corrections, if necessary.
D. Committee and Course Plan: Here, the student acknowledges the need to keep their guidance committee composition (if required by their program) and course plan updated.

E. Milestones and Thesis/Dissertation: In this section, students are able to indicate a subject area for their comprehensive exam and a proposed dissertation/thesis title.
Committees Tab
If a committee is required by the student’s program, you can see a list of current committee members here. **Students in programs that require a guidance committee must have an approved committee prior to submitting a course plan request.**

Course Plan Tab
If the student has created a course plan, it is displayed here. Depending on the program, students may not complete a course plan until after their first or second year.

Annual Review Tab
This page serves as a repository for the student’s annual reviews. As the review cycle is concluded, administrative staff in your department will add the student’s review to this page. Starting with 2020-21, there will be a row for each academic year.
Note: Finalized annual reviews between the student and their advisor may be uploaded by department staff or by the students themselves in GradPlan. If department staff has already uploaded an annual review, students will not have the opportunity to upload a file. If a student uploads a file, staff have the ability to delete and upload a different file.
Track Responsible Conduct of Research (RCR)

1. Click Track RCR on the left side menu.

2. **ID:** If you know the Student ID, enter it, and click **Search.** If you do not know the Student ID, enter Last Name/First Name and click Search.

The Responsible Conduct of Research page displays the work the student has done toward the RCR requirement, showing each year’s requirements and their completion status. This page displays the courses and seminars recorded in the Ability system and organizes them by the annual requirement.

As each year’s requirement is completed, the **Complete** box for that year is checked.
RCR data are displayed in five sections.

- **Year 1 Training – Four CITI Modules**
- **Year 2 Training – Three CITI Modules**
- **Discussion-Based Training – 6 Hours**: There are two ways for a student to complete this requirement: 1) Complete training session or coursework identified as satisfying this requirement, or 2) have individual one-on-one training sessions with their graduate advisor. For one-on-one training sessions, the student will submit a form for the graduate advisor to verify, or staff can update this section by entering a verification on the graduate advisor’s behalf.

<table>
<thead>
<tr>
<th>Year 1 Training - Four CITI Modules</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Module</td>
<td>Date</td>
</tr>
<tr>
<td>CITI-2101-WBT</td>
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<td>CITI-2107-WBT</td>
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<td>CITI-2883-WBT</td>
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<td>CITI-4035-WBT</td>
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<table>
<thead>
<tr>
<th>Year 2 Training - Three CITI Modules</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>Discussion-Based Training - 6 Hours</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Training Hours</td>
<td>Date</td>
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<tr>
<td>Verified Hours Completed</td>
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</tbody>
</table>

| Annual Refresher Training - 3 hours per year |  |
| (Third and Subsequent Years; Doctoral only) |  |

<table>
<thead>
<tr>
<th>Year 3</th>
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<tbody>
<tr>
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<tr>
<td>Total</td>
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**Summary**: Year Completed

<table>
<thead>
<tr>
<th>Additional Training (not applicable to RCR Requirements)</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Module ID</td>
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</tr>
<tr>
<td>CITI-11059-WBT</td>
<td>01/15/2019</td>
</tr>
<tr>
<td>CITI-1261-WBT</td>
<td>01/10/2019</td>
</tr>
</tbody>
</table>
See Verify Advisee Training below.

- **Annual Refresher Training – 3 hours per year**: For doctoral students, there will be a row for each year beginning with their third year.
- **Additional Training**: Courses in Ability that do not fall into a Refresher year. No non-RCR related courses should appear here.

### Verify Advisee Training

If you serve as a student's graduate advisor, you may have one-on-one RCR sessions with your student that go toward satisfying the six-hour discussion-based training requirement. If so, the student may submit an online request for RCR credit that you may approve.

- RCR training that is conducted in a group setting or as part of a class must be entered into Ability and will automatically populate on the student’s RCR list. This page is used only for ad hoc training that you have with an individual advisee.
- Administrative staff in your program may also have access to verify discussion-based training on your behalf.
- Once a student has entered one-on-one training, the advisor will receive an email notification stating that there is training to be approved/denied.

1. Click **Verify Advisee Training** on the left side menu.

2. If your advisees have submitted any discussion-based training requests, they will display here for your review.

   You may change the status for a request to either **Verified** or **Rejected**. If a request is rejected, a comment explaining the reason for the rejection must be entered.
- **Not Reviewed**: request is pending; student is able to see the training in Not Reviewed status, but the hours do not yet count toward the Discussion-Based Training requirement
- **Rejected**: request is denied; student is able to see the training in Rejected status and view the comment, but the hours do not count toward the Discussion-Based Training requirement
- **Verified**: request is approved; student is able to see the training in Verified status, and the hours count toward the Discussion-Based Training requirement

After updating the status for all pending requests, click “Save” to update the students’ records.

**Workflow**

As students make changes to their GradPlans, workflow is initiated that may require your approval as a guidance committee member.

Requests that require approval of **all** members of a student’s guidance committee are:

- Committee requests
- Course Plan requests
If you serve as the chair or co-chair of a student's committee (or as the student’s advisor if a committee does not exist), you will also receive workflow requests for major changes:

- Change from PhD to a terminal master’s
- Change between thesis (Plan A) and non-thesis (Plan B) option (certain master’s students only)
- Add a specialization
- Guidance Committee creation and changes
- Course Plan creation and changes

Processing Workflow Requests
1. When a student request is initiated, you will receive an email notification. The email contains a link that you can click to open up the workflow item for your review.
2. Alternately, you can click the Workflow link and see a list of all pending requests:

Clicking on the link in the email or on a link on the Worklist page opens up the details of the request.
The page displays details of the request provided by the student. Processing options are at the bottom of the page.

- **View Attachment**: view attachment (only if an attachment is required for the request type)
- **Approve**: click to approve the request
- **Deny**: click to deny the request; this stops the request and returns it to the student
- **Comment**: a comment is required for a denied request. The student is notified of the denial, and can view the text of the comment

When you complete a workflow item, the request continues to the next approver. When all approvals are received, the student’s record is updated.