JOB AID

GradPlan and RECR – Faculty/Committee Member

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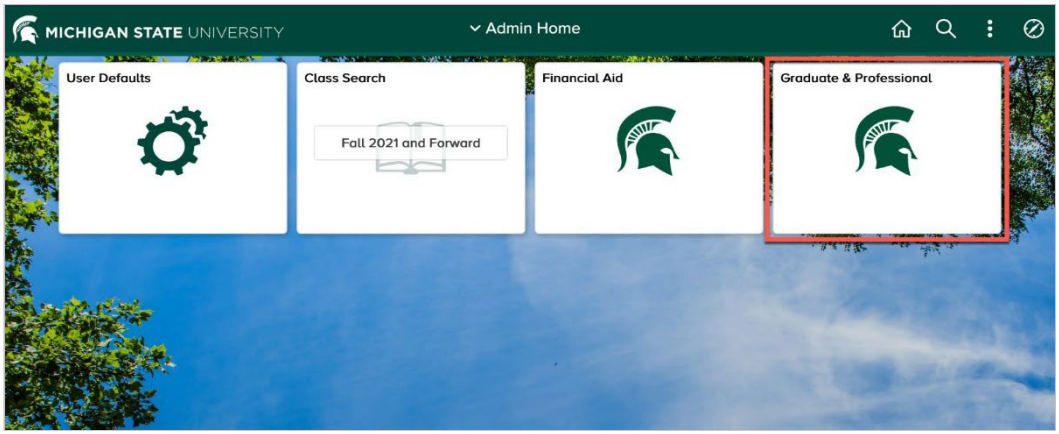
GradPlan and RECR | Faculty/Committee Member

Doctoral and Master's students use GradPlan to build and keep records of their committees, course plans, yearly research activity updates and annual reviews. Students may also view their RECR records and Doctoral students may request approval for in-person discussions with their graduate advisor.

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

Log-in to campus solutions at https://student.msu.edu. If you do not have access to SIS please contact your unit for assistance.

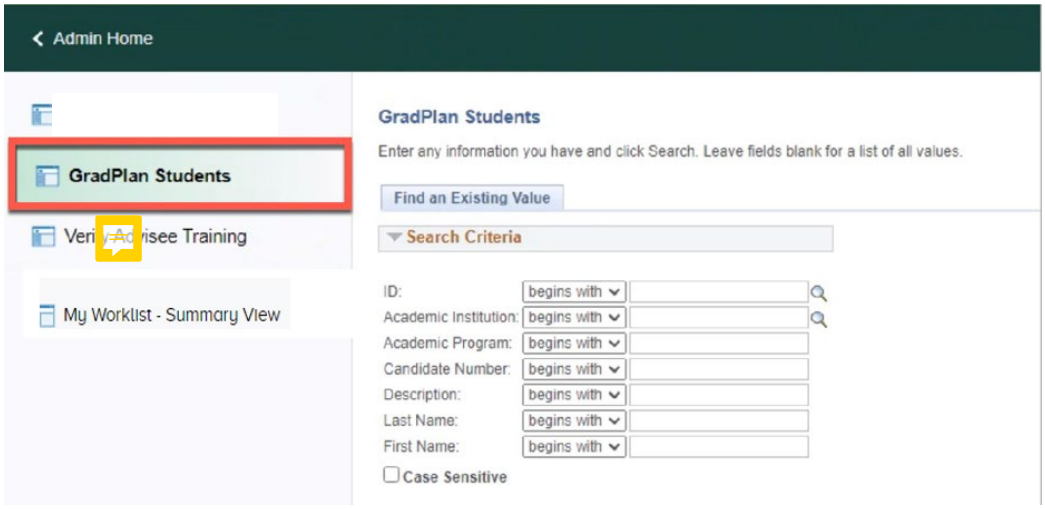
Navigation: Admin homepage > Graduate & Professional tile



On the **Admin** homepage, click on the Graduate & Professional tile. A menu comes up on the left side of the screen that will have four options (please see the next page for a screenshot):

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

GradPlan Students

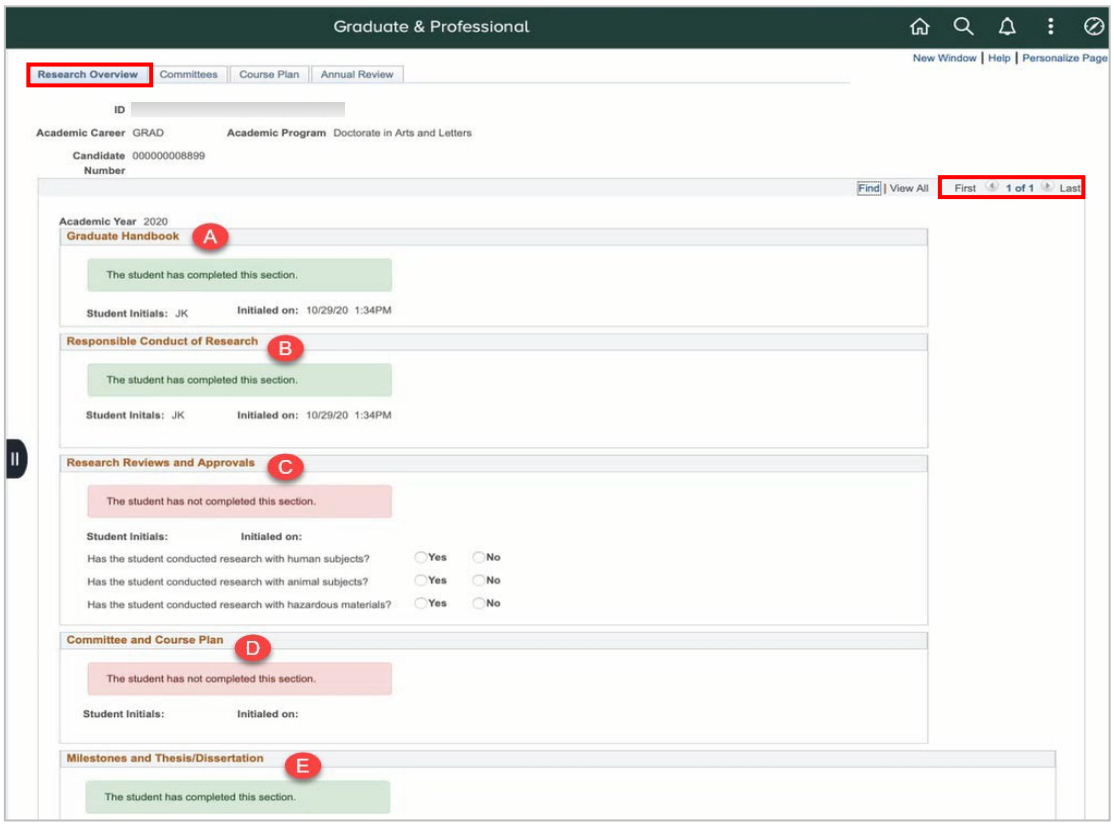


1. Click **GradPlan Students** on the left side menu.
2. **ID**: If you know the Student ID, enter it, and click **Search**. If you do not know the Student ID, enter Last Name/First Name and click Search.

   The search will return <u>only</u> the students on whose guidance committee you serve.

Students must have a complete GradPlan before their degree may be conferred.

The GradPlan page opens to the **Research Overview** tab.



Research Overview Tab

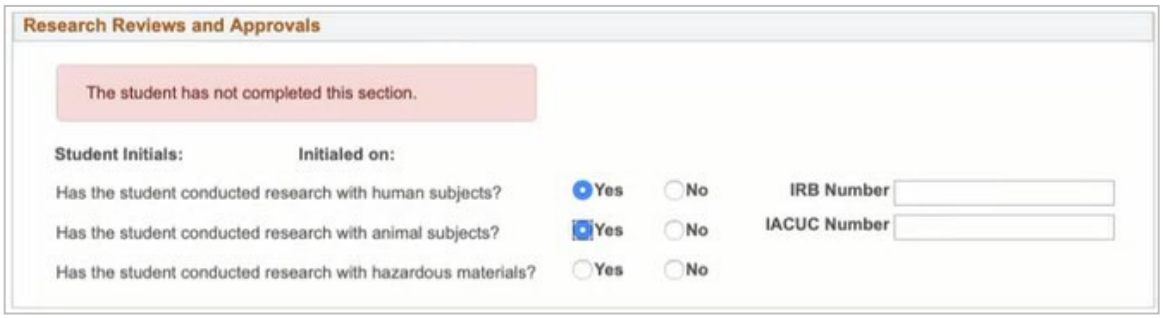
This is where results are stored for the activity guides that graduate students are required to complete every academic year. The activity guides are assigned at the start of each academic year as “to-do” items, with the student’s responses stored on this page.

Graduate students are 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.

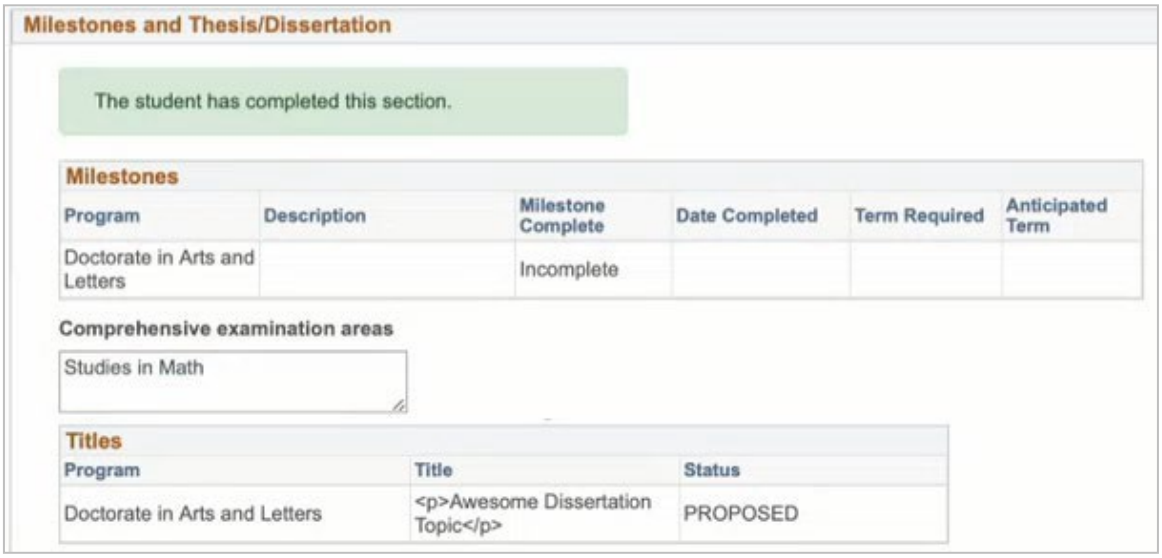
B. **Responsible Conduct of Research:** The student acknowledges and agrees with MSU’s responsible conduct of research requirements and to complete required training.

C. **Research Reviews and Approvals:** In this section, if student answers “yes” to either of the human/animal subject 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.



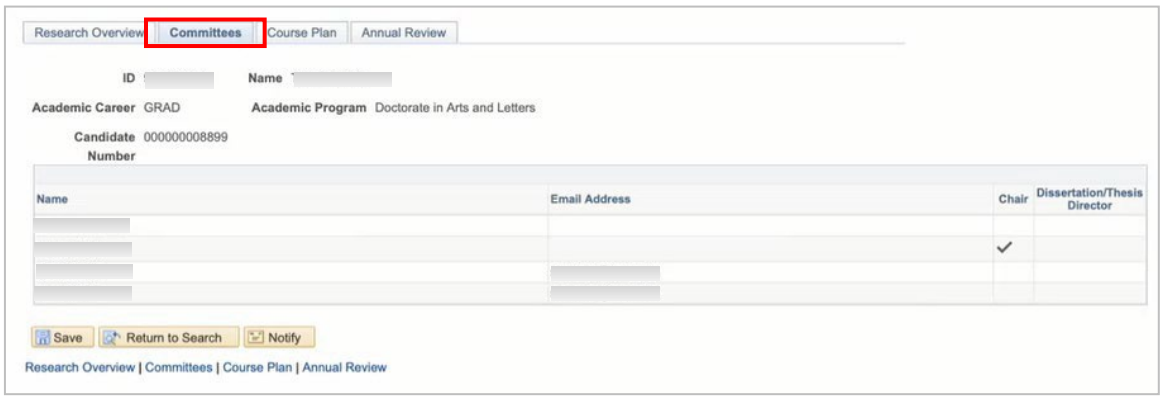
D. **Committee and Course Plan:** Here, the student acknowledges the need to keep their guidance committee composition (if required by their program) and course plan updated.

E. **Milestones and Thesis/Dissertation:** In this section, students indicate a subject area for their comprehensive exam and a proposed dissertation/thesis title.



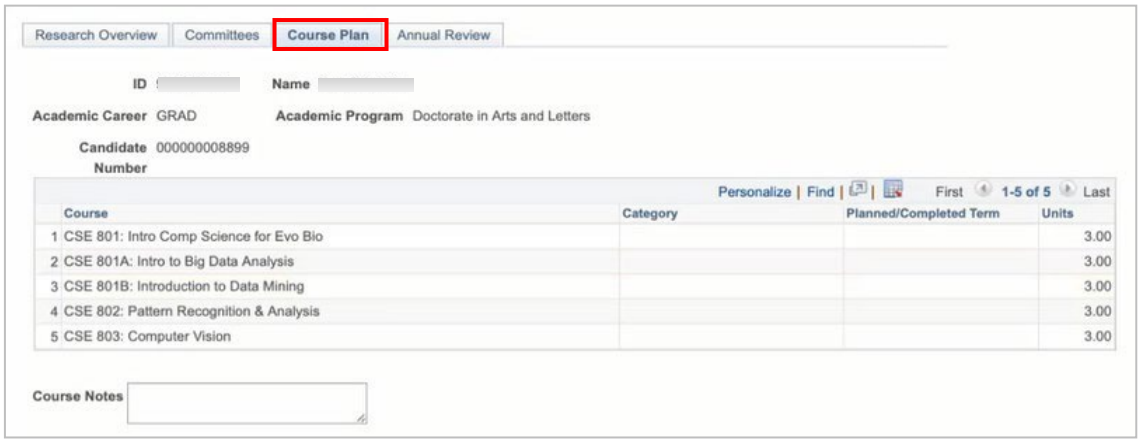
Committee Tab

If a guidance committee is required by the student's program and it has been submitted and approved, you will see a list of current guidance 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 a Course Plan and it has been approved, it is displayed here. Depending on the program, students may not complete a course plan until after their first or second year. The Course Plan is simply a list of proposed courses the student intends to take to fulfill their degree requirements. The Course Plan is not tied to the degree audit.

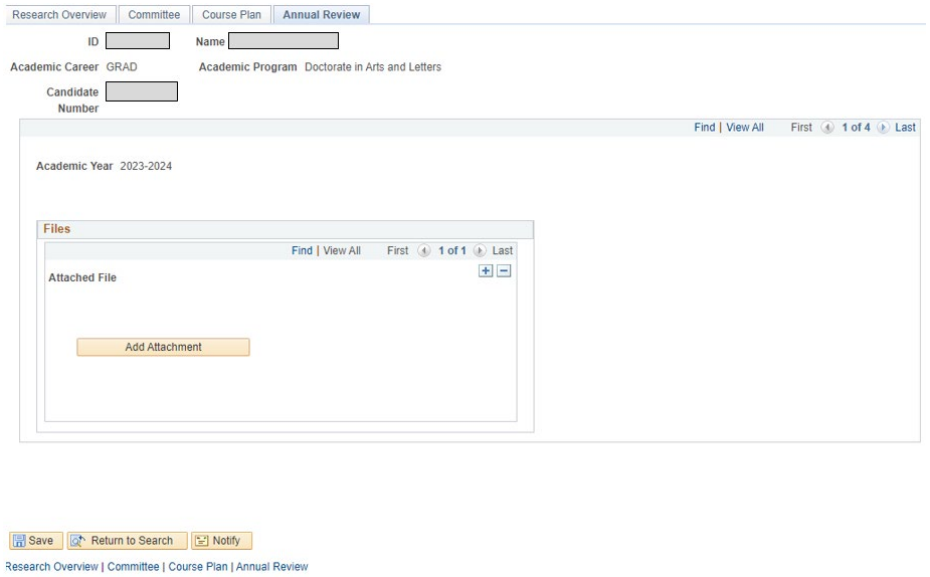


Annual Review Tab

This page serves as a repository for the student's annual reviews with their academic advisor. As the review cycle is concluded (May 15 for an academic year review or January 15 for a calendar year review), administrative staff in your department or the students themselves will upload the annual review documents to this page. There will be a row for each academic year.

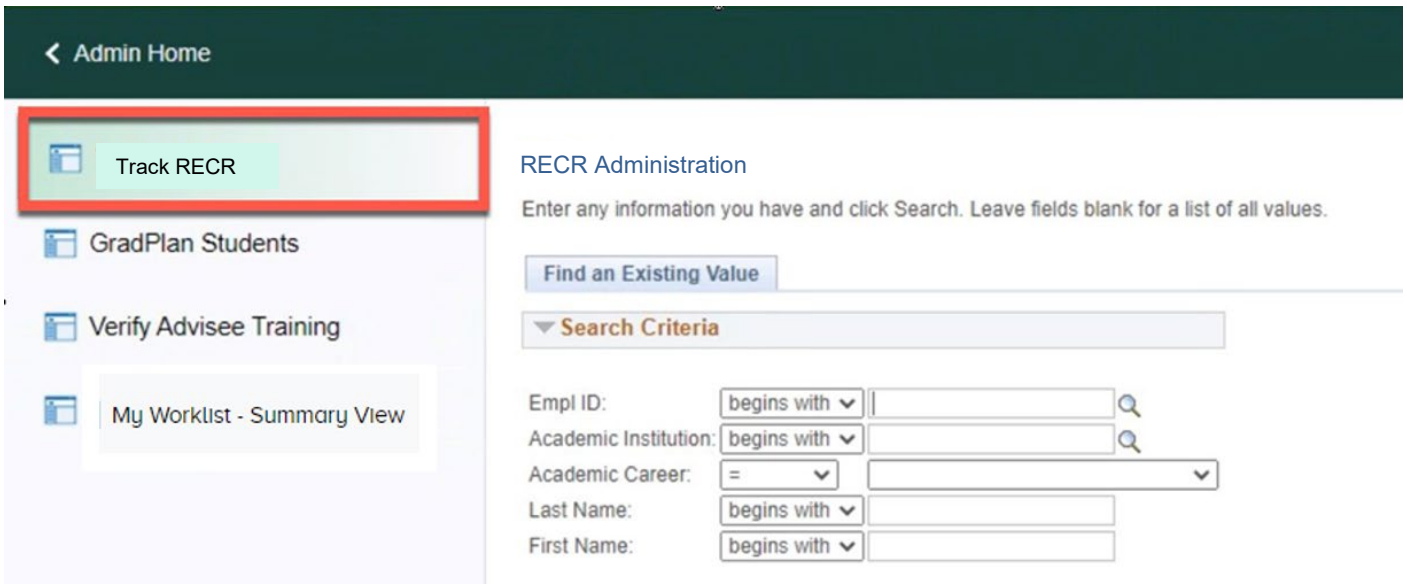
Note: Finalized annual reviews between the student and their advisor may be uploaded by department staff or by the students themselves in GradPlan. If department staff has already

uploaded an annual review, students will not have the opportunity to upload a file. If a student uploads a file, staff can delete and/or upload a different file.



Track Responsible and Ethical Conduct of Research (RECR)

1. Click **Track RECR** on the left side menu.



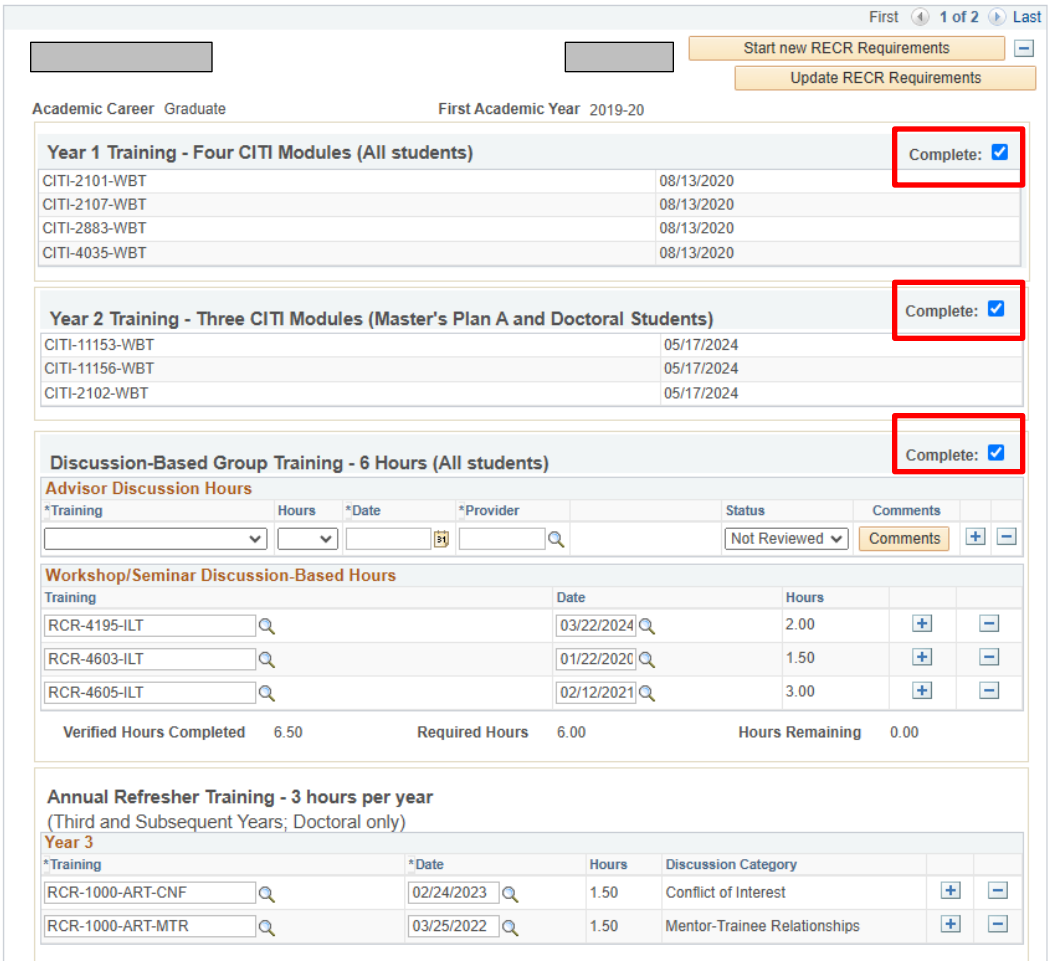
2. **ID**: If you know the Student ID, enter it, and click **Search**. If you do not know the Student ID, enter Last Name/First Name and click Search.

   The Responsible and Ethical Conduct of Research page displays the work the student has completed toward their RECR requirements, 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 annual requirement.

   As each year's requirement is completed, the **Complete** box for that year is checked.

Responsible and Ethical Conduct of Research

University RECR requirements:https://grad.msu.edu/researchintegrity



RECR 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 several ways for a student to complete this requirement: Completion of Department/College Workshops, Department/College Small Group Discussions, Graduate School RECR Workshop Series, Academic Courses that cover RECR Topics, other similar types of Instructor-Led Training that cover RECR topics.

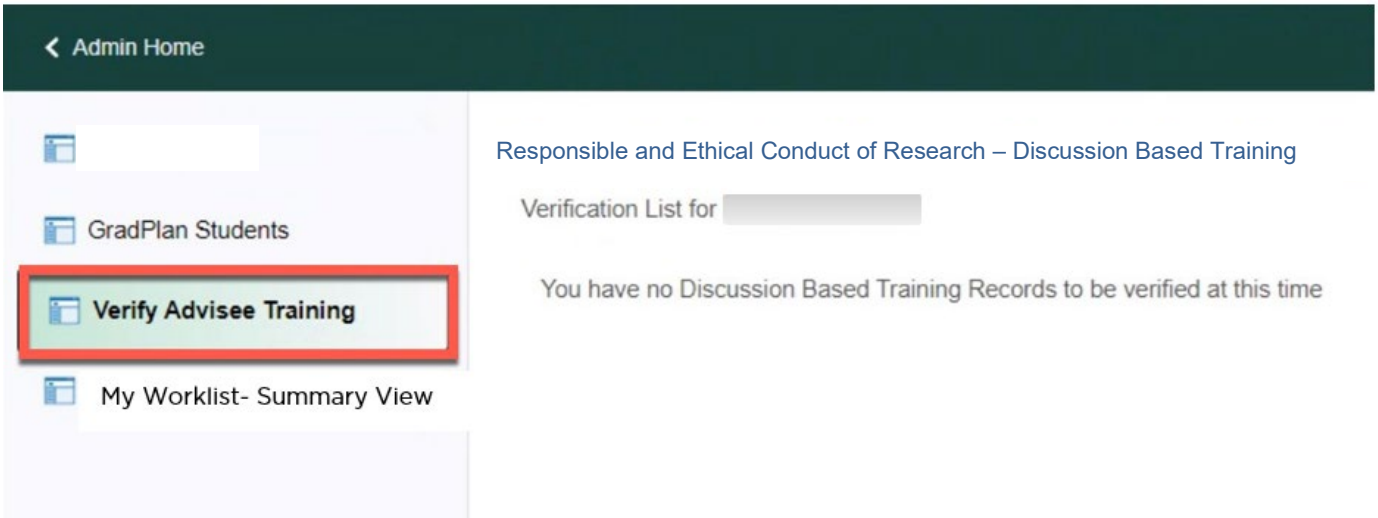
- **Annual Refresher Training – 3 hours per year**: For doctoral students, there will be a row for each year beginning with their third year. Refresher year training requirements may be fulfilled by completing CITI modules not previously taken, completing Graduate School RECR workshops not previously taken, academic courses that cover RECR training, completing Department/College Workshops, participating in small group discussions, one-on-one discussions with advisors, and other similar types of training.
- **Additional Training**: Courses in Ability or one-on-one discussions that do not fall into a Refresher year or do not fulfill other requirements.

Verify Advisee Training

If serving as a doctoral student's graduate advisor, you may have one-on-one RECR sessions with an individual student that go toward satisfying their refresher year training requirements. If so, the student may submit an online request for RECR credit that you may approve.

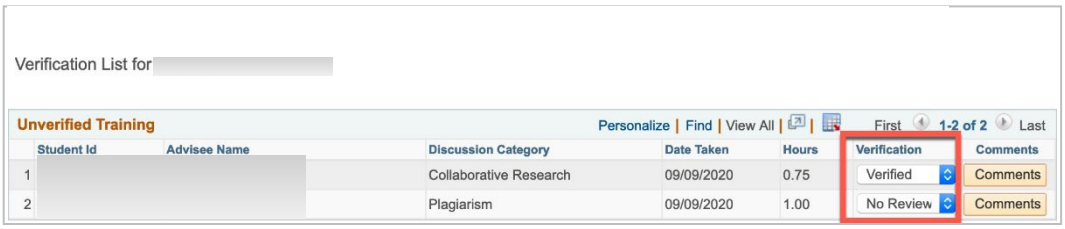
- RECR training that is conducted in a group setting or as part of a class must be entered into Ability and will automatically populate on the student's RECR page.
- Administrative staff in your program may also have access to verify one-on one discussions on your behalf.
- Once a student has entered one-on-one training, the advisor will receive an email notification from gradsis@grd.msu.edu indicating that there is RECR training to be approved/denied.

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



2. If your doctoral advisees have submitted any discussion-based training requests, the requests will be displayed 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.

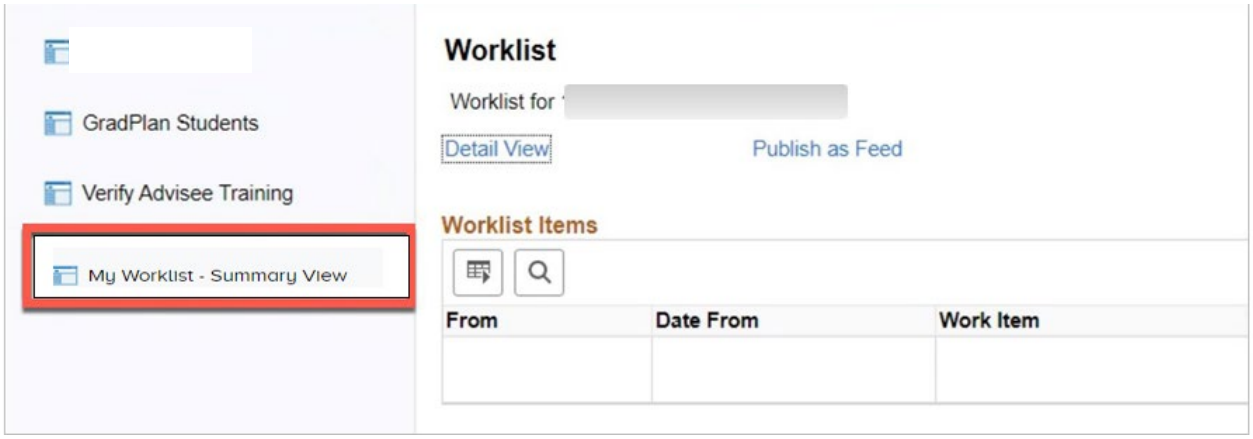


- **Not Reviewed:** request is pending; student is able to see the training in Not Reviewed status, but the hours do not yet count toward Refresher Year Training requirements.
- **Rejected:** request is denied; student can see the training in Rejected status and view the comment, but the hours do not count toward Refresher Year Training requirements.
- **Verified:** request is approved; student can see the training in Verified status, and the hours count toward Refresher Year Training requirements or they will populate the Additional Training section.

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:

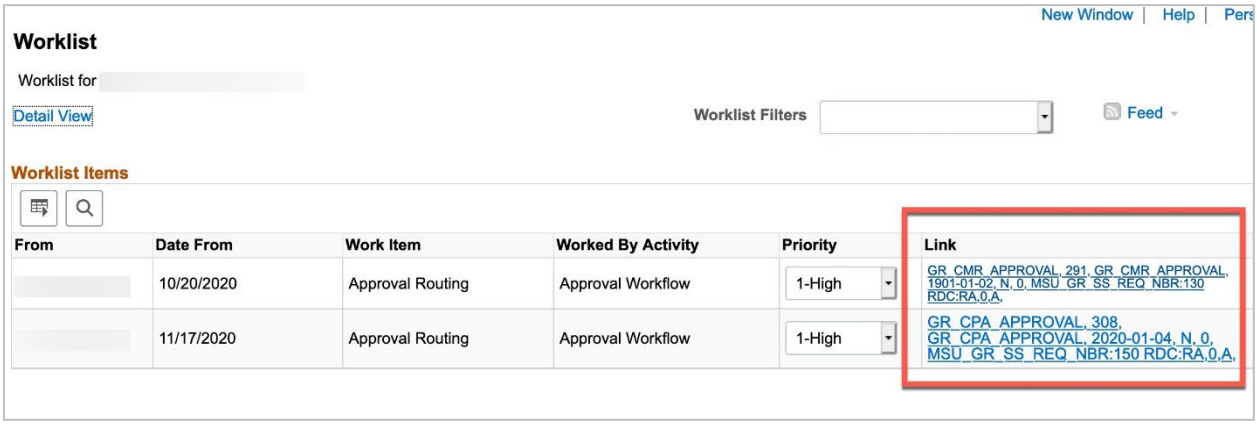
- Committee creation and changes
- Course Plan creation and changes

If serving 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:

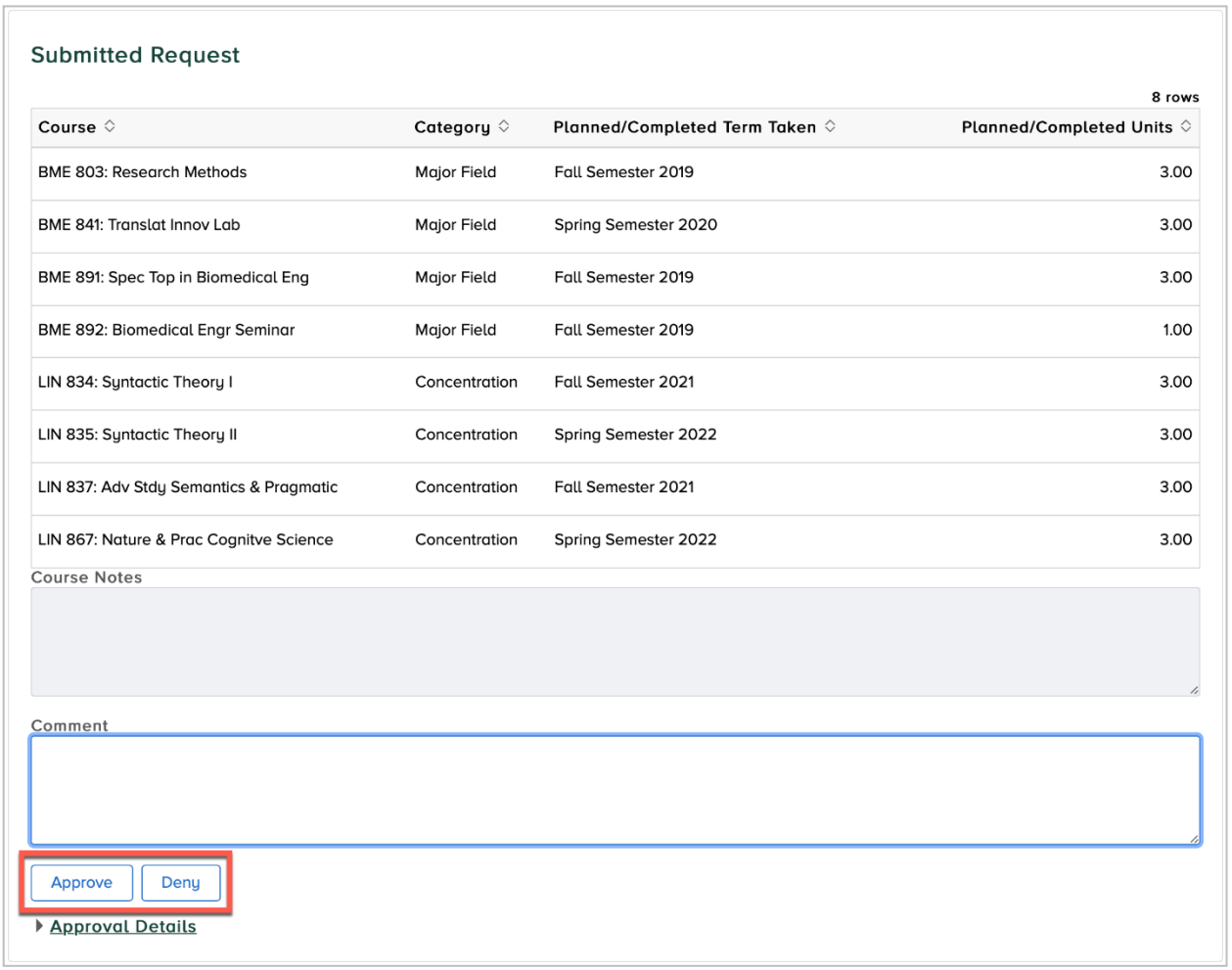
- Change from PhD to a terminal master's degree
- Change between thesis (Plan A) and non-thesis (Plan B) option (certain master's students only)
- Add a specialization

Processing Workflow Requests

1. When a student request is initiated, you will receive an email notification from gradsis@grd.msu.edu. The email contains a link that you can click to open the workflow item for your review.
2. Alternately, you can click the My Worklist—Summary View link and see a list of all pending requests:



Clicking on the link in the email or on a link on the My Worklist—Summary View page opens the details of the request.



Submitted Request

8 rows

Course	Category	Planned/Completed Term Taken	Planned/Completed Units
BME 803: Research Methods	Major Field	Fall Semester 2019	3.00
BME 841: Translat Innov Lab	Major Field	Spring Semester 2020	3.00
BME 891: Spec Top in Biomedical Eng	Major Field	Fall Semester 2019	3.00
BME 892: Biomedical Engr Seminar	Major Field	Fall Semester 2019	1.00
LIN 834: Syntactic Theory I	Concentration	Fall Semester 2021	3.00
LIN 835: Syntactic Theory II	Concentration	Spring Semester 2022	3.00
LIN 837: Adv Stdy Semantics & Pragmatic	Concentration	Fall Semester 2021	3.00
LIN 867: Nature & Prac Cognitve Science	Concentration	Spring Semester 2022	3.00

Course Notes

Comment

Approve Deny

Approval Details

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 and the request is removed from My Worklist—Summary View. When all approvals are received, the student's record is updated.