JOB AID

RECR Instructions: Staff

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RECR Instructions: Staff

What is RECR (Responsible Conduct of Research) or Research Integrity?

Research Integrity Requirements

Integrity is foundational to our research, scholarship, creative work, and core identity as MSU Spartans. It is not only required by rules (including federal, state, research sponsors, and MSU's **research** and **training** policies), integrity is essential for our research to have legitimacy and impact. Research integrity is so important to our development as scholars and creators that the Graduate School has developed minimum education requirements for all graduate students regarding the Responsible and Ethical Conduct of Research (RECR for short). RECR training is also a federal requirement for all graduate students and completion of the training must be tracked. The Graduate School will assign service indicators (holds) on students' records if they have not completed their annual RECR requirements.

The Graduate School has compiled many resources for discussion-based completion of the RECR requirements. Each department or college has developed a detailed RECR plan including when and how to satisfy the discussion-based training hours. Please review this plan (which can be found in your graduate handbook) and verify with your Graduate Program Director.

- Information regarding RECR/Research Integrity Requirements may be found at: https://grad.msu.edu/researchintegrity.
- RECR is a University Requirement. RECR training is also a federal requirement.
- **All** Graduate and Graduate Professional Students must complete RECR training.
- Master's Plan A, Plan B and Graduate Professional students must complete all their RECR requirements prior to graduation.
- Doctoral students must complete Year 1, Year 2, and the 6 hours of Discussion-Based (Instructor Led) Group RECR Training before they pass their Comprehensive Examinations. Doctoral students must also complete 3 hours of refresher training each year until graduation starting in academic year 3. Refresher year training may not be completed early to forward fill subsequent refresher years.

Basic RECR Requirements

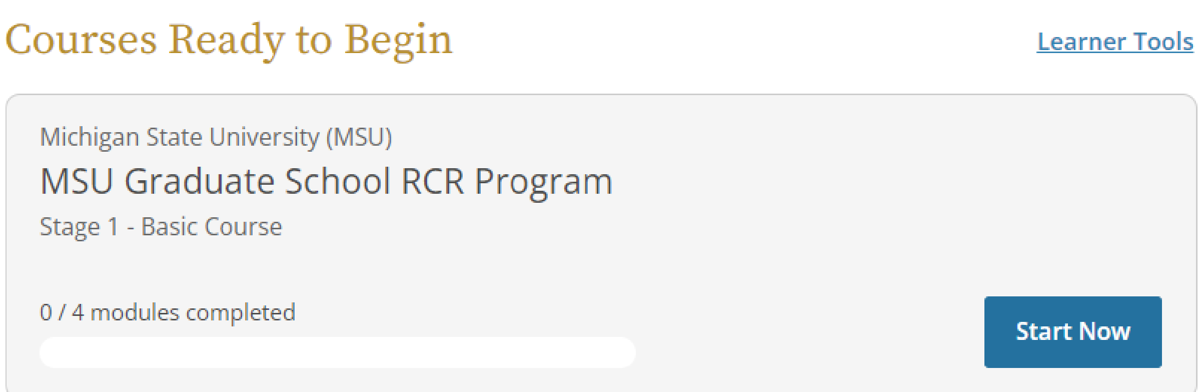
- The Graduate School's Basic RECR requirements may be found at: https://grad.msu.edu/researchintegrity.
- All Master's, Doctoral and Graduate Professional Students must complete at least the basic RECR requirements. Units/Colleges may require more than the basic requirements. Students should check with their unit/college to determine if requirements beyond the Graduate School's Basic RECR training must be completed.
    - **Master's Plan B (including online students) and Graduate Professional Students (including medical students)** must complete the following:
        - Year 1 CITI modules (4 specific modules)
            - CITI Authorship (RCR-Basic)
            - CITI Research Misconduct (RCR-Basic)
            - CITI Plagiarism (RCR-Basic)

            - CITI Introduction to RCR (RCR-Basic)
        - 6 hours of Discussion-Based (Instructor Led) Group Training
            - Courses that end with the suffixes -ILT (**I**nstructor **L**ed **T**raining) or -ILTVC (**I**nstructor **L**ed **T**raining **V**irtual **C**ourse)
            - Workshops, group discussions, academic courses
    - **Master's Plan A Graduate Students** must complete the following:
        - Year 1 CITI modules (4 specific modules)
            - CITI Authorship (RCR-Basic)
            - CITI Research Misconduct (RCR-Basic)
            - CITI Plagiarism (RCR-Basic)
            - CITI Introduction to RCR (RCR-Basic)
        - Year 2 CITI modules (choose 3 of 6 specific modules)
            - CITI Collaborative Research (RCR-Basic)
            - CITI Conflicts of Interest and Commitment (Previously CITI Conflicts of Interest)
            - CITI Data Management
            - CITI Mentoring and Healthy Research Environments (Previously CITI Mentoring)
            - CITI Peer Review
            - CITI Financial Responsibility
        - 6 hours of Discussion-Based (Instructor Led) Group Training
            - Courses that end with the suffixes -ILT or -ILTVC
            - Workshops, group discussions, academic courses
    - **Doctoral Graduate Students** must complete the following:
        - Year 1 CITI modules (4 specific modules)
            - CITI Authorship (RCR-Basic)
            - CITI Research Misconduct (RCR-Basic)
            - CITI Plagiarism (RCR-Basic)
            - CITI Introduction to RCR (RCR-Basic)
        - Year 2 CITI modules (choose 3 of 6 specific modules)
            - CITI Collaborative Research (RCR-Basic)
            - CITI Conflicts of Interest and Commitment (Previously CITI Conflicts of Interest)
            - CITI Data Management
            - CITI Mentoring and Healthy Research Environments (Previously CITI Mentoring)
            - CITI Peer Review
            - CITI Financial Responsibility
        - 6 hours of Discussion-Based (Instructor Led) Group Training (completed before comps)
            - Courses that end with the suffixes -ILT or -ILTVC
            - Workshops, group discussions, academic courses
        - 3 hours of Refresher Training in every year beginning at Year 3 until the student graduates
            - CITI modules not taken previously to fulfill another requirement

- Instructor Led Group Training (workshops, group discussions, academic courses): courses end in -ILT or -ILTVC
- One-on-one discussions with advisors
- Other non-CITI RECR related courses

How should students complete their RECR training requirements?

- In the first academic year of enrollment in a graduate degree program, **all graduate students** should complete the Year 1 CITI modules.
  - Information about creating a CITI account and completing training may be found at: https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/CITIprograms.aspx
  - Students are to use their MSU email as the primary email when creating their CITI account. Training will not connect to Ability and completed modules will not show on the student's RECR page if a non-MSU email is used. See the following link for information about Ability: https://orrs.msu.edu/train/new-users/about.html
  - CITI modules (Year 1 and Year 2 modules) taken prior to the student's first academic year in their graduate program at MSU (i.e., as an undergraduate or at another school) will not count. The modules would need to be retaken.
  - Students are to complete the MSU Graduate School RCR Program modules.



  - Once CITI modules are complete, they will be listed in the Ability Course Management System. Then, the module information will transfer from Ability to the Data Warehouse. From the Data Warehouse, the course information will be transferred to the student's RECR page in SIS.
  - **Note:** The Export from CITI to Ability only occurs once a week. Once a course is in Ability it can take a few more business days for the courses to show on a student's RECR page. For these reasons, CITI modules may take up to two weeks after completion to populate a student's RECR page in SIS.
- **Master's Plan A and Doctoral students** should complete the Year 2 CITI modules in the second academic year of enrollment in their graduate degree program.
  - The Year 2 CITI modules are not an option for students to choose to take until the Year 1 CITI modules have been completed.

    - The Year 2 CITI modules are denoted as being “Supplemental” or “Optional” in the CITI system.
    - Students have a choice of 6 CITI modules for Year 2. Students only need to complete three of them to fulfill Year 2’s requirements. Doctoral students may take the three remaining Year 2 CITI modules **in a refresher year** to go toward fulfillment of refresher year requirements.
    - Students may find information about the Year 2 CITI modules at: https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/CITIprograms.aspx (in the FAQ section).
- **All graduate students** are to complete 6 hours of Discussion-Based training. Discussion-Based (Instructor Led) Group RECR Training may be fulfilled by participating in and completing any of the following:
    - Department/College Workshops, brown-bag luncheons, group discussions covering RECR related topics. If there is no course already created in Ability that students are enrolled in, a group event spreadsheet needs to be filled out by staff (not the student) and submitted to rcr@msu.edu for upload to Ability after completion.
        - The template and instructions for the group event spreadsheet may be found at: https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/Unit-Administrator-Access-and-Responsibilities.aspx
        - **NOTE:** Training that is greater than 3 years old may not be submitted on the group event spreadsheet**.** Departments/Colleges are encouraged to submit the group event spreadsheet as soon as the event has occurred and training is completed.
    - Graduate School RECR Workshop Series
        - Information regarding the Graduate School RECR Workshop Series may be found at: https://grad.msu.edu/recr
    - Academic courses that cover RECR related topics. The group completion spreadsheet needs to be filled out by staff (not the student) and submitted to rcr@msu.edu for upload to Ability. This type of course is listed as RCR-5000-ILT. **Note: Asynchronous online academic courses do not qualify as they lack the discussion component.**
    - Other similar types of courses that cover RECR topics. Please reach out to gradsis@grd.msu.edu if you have questions about whether a certain course/training may count for RECR Discussion-Based Group Training.
    - **Note:** Discussion-Based courses end in only -ILT or -ILTVC
    - Students may begin fulfilling the 6 hours of Discussion-Based (Instructor Led) Group Training in academic Year 1.
    - **For Doctoral Students: the 6 hours must be fulfilled before any -ILT or -ILTVC courses can fulfill refresher year training requirements**.

  Note: It can take up to two weeks for uploaded training to appear on a student’s RECR page.

- **Doctoral Student Refresher Year Training** (3 hours each year) beginning in Academic Year 3 may be fulfilled by completing any of the following:
    - CITI modules not previously taken to fulfill Year 1 or Year 2 requirements or another refresher year’s requirements

  - In refresher years, each CITI module counts for 45 minutes duration.
- Department/College RECR Workshops not previously taken
  - Duration is specified when the group completion spreadsheet is filled out.
- Graduate School RECR workshops not previously taken
  - These courses count for 1.5 hours duration.
- One-on-one discussions between the student and their advisor
- Other RECR related courses (non-CITI modules, Academic courses, etc.)
  - Duration is specified when the group completion spreadsheet is filled out.

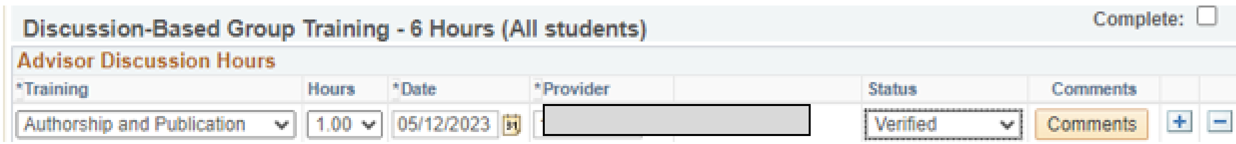
Note: Doctoral Student Refresher Training completed late will back-fill to complete any open (less than 3 hours training completed) Refresher Year. Courses may not be taken early to fill future Refresher Years.

(**Example:** Students should not take 6 hours of refresher training in Academic Year 3 expecting the courses to fulfill Year 3 and Year 4. Three of the hours will fulfill Year 3 and the rest will move to the Additional Training section.)

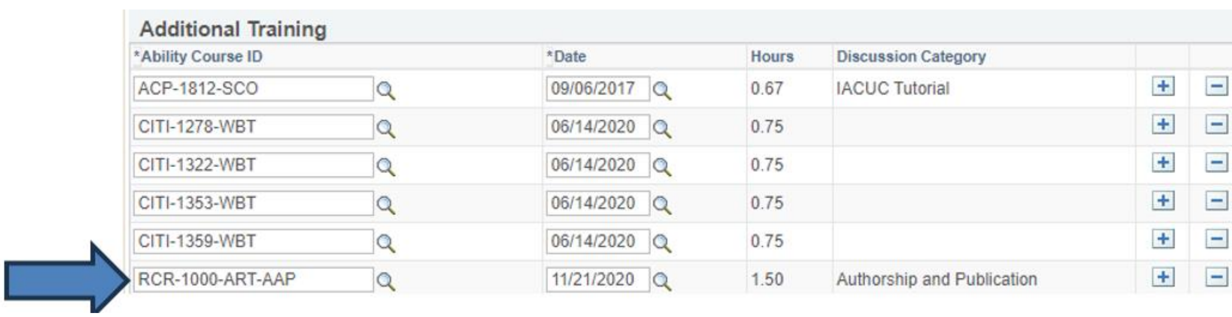
Advisor Refresher Training (One-on-One Discussions)

- **REMINDER: Advisor one-on-one RECR training is <u>only for Doctoral Students</u> and is <u>only for fulfillment of refresher years'</u> training requirements** (Academic Year 3 and beyond) for students who started in their academic plans in Fall 2022 or later. This type of training **<u>may not</u>** be used to fulfill the 6 hours of Discussion-Based (Instructor Led) Group Training for students who started their academic plans in Fall 2022 or later.
- PhD Students enter the Advisor Refresher Training (One-on-One Discussions) with their advisor in SIS. It is recommended that students be responsible for entering their own one-on-one training with their advisor. A student's program/college must assign an advisor to the student before the student can enter this type of training. Once a student has entered the training with their advisor in SIS, the advisor will receive an email from gradsis@grd.msu.edu informing them they need to verify or reject the training. The advisor may verify/reject the training themselves or department staff with the "Update-in-person discussion" RECR role may verify/reject on the advisor's behalf.

- Training entered will remain in the Discussion-Based Training area in the Advisor Discussion hours section until the training has been verified and the page has been refreshed. Rejected training will remain in this section even after the decision has been saved and the page has been refreshed.



- If department staff happen to verify RECR training on behalf of the advisor, they should click Save at the bottom of the page and then refresh the page. All verified One-on-One discussions with an advisor will be listed as RCR-1000-ART (with a discussion category (topic) on the RECR page.
- If training is verified, it will move into the appropriate refresher year (based on the date the training was completed.) If the training was completed before a refresher year (before academic Year 3), it will fall into the Additional Training section at the bottom of the RECR page. If a training applies to a refresher year that is already fulfilled (at least 3 hours completed), it will move to the Additional Training section. This type of training is not able to be moved into the 6 hours Discussion-Based Group Training section. Also, based on the academic year when the one-on-one training was completed, if it does not qualify for a refresher year, it **should not** be manually moved by a staff member into a refresher year.



How RECR hours are calculated

- RECR hours are calculated based on the date the training was completed.
- Example for the 6 hours of discussion-based training:

Course	Date Training Completed	Duration	Total Hours Calculated
RCR-1201-ILTVC	9/1/2023	1	1
RCR-3390-ILTVC	1/25/2024	1.5	2.5
RCR-4605-ILT	1/30/2024	1.5	4
RCR-3391-ILTVC	2/1/2024	1.5	5.5
RCR-3649-ILTVC	2/15/2024	1.5	7

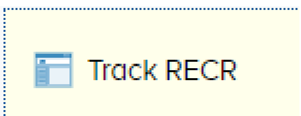
  - Even though the student completed 7 hours of Discussion- Based Training, which is more than the requirement, they did not meet the 6 hour requirement until the final course was completed on 2/15/2024.
  - Extra hours beyond the 6 may not be moved to another requirement.
- Example for refresher year training:

Refresher Year	Course	Date Training Completed	Duration	Total Hours Calculated
3	CITI-11153-WBT	10/1/2023	0.75	0.75
	RCR-4605-WBT	11/1/2023	1	1.75
	CITI-11059-WBT	1/3/2024	0.75	2.5
	RCR-1200-ILT	2/1/2024	1.5	4

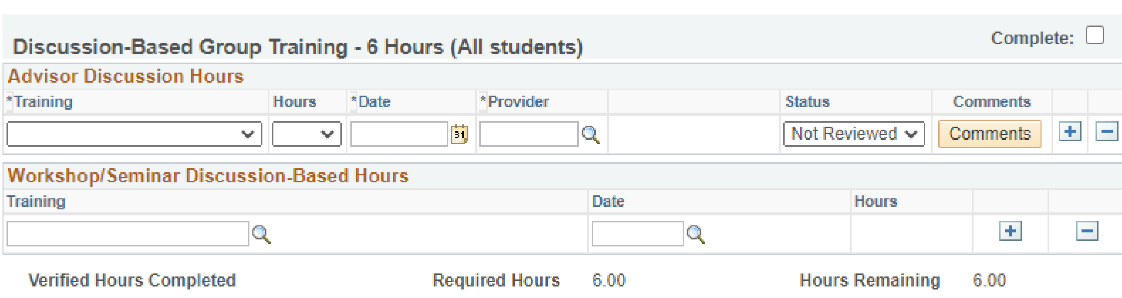
- Even though the student completed 4 hours of refresher year training, they did not meet the 3 hour requirement until the final course was completed on 2/1/2024.
- Extra time beyond the 3 hours required in a refresher year do not get rolled over to the next refresher year and the training should not be manually moved to another refresher year.

How to see completed RECR training

- Log-in to https://student.msu.edu
- Click on the **Graduate & Professional tile**
- Click on **Track RECR**



- Look up a student.
- The following sections are on the Track RECR page:
  - Year 1 Training—Four CITI Modules (All students)
  - Year 2 Training—Three CITI Modules (Master's Plan A and Doctoral Students)
  - Discussion-Based Group Training—6 hours (All students)
    - There are two components in this section (Advisor Discussion Hours and Workshop/Seminar Discussion-Based Hours)



  - Annual Refresher Training—3 hours per year until the student graduates
  - Additional Training
    - This is training that does not apply to any other section on the RECR page

If a student has two separate RECR pages (for two separate graduate degrees)

- If a student **completes one graduate degree and begins another one later** (i.e., completed a Master's degree and then started a Ph.D. later) the student should have a new RECR page created for the new degree. **This process does not apply to a student who completes a Master's degree along the way to earning their Ph.D. In that scenario only one RECR page is needed.** The job aid that discusses this process may be found at: https://sis.msu.edu/_assets/documents/graduate/gr-adding-new-rcr-page-new-graduate-degree.pdf.
- RECR Training on the "old" RECR page completed on or after the start date of the "new" page will move to the new page and fall into whatever section is appropriate.
- If Year 1 and Year 2 CITI modules were taken (as a graduate student) within 5 years of the start of the new degree, the courses do not need to be retaken for the new degree. Staff at the unit/college level with the RECR Correct role can mark Year 1 and Year 2 complete and add a comment on the new RECR page as to why the training does not need to be repeated for the new degree.
- Refresher year requirements still begin in academic Year 3 on the new RECR page for the new degree.
- Discussion-based (Instructor Led) Group Training (6 hours) must be completed for each degree.
- When a new RECR page is added for the new degree, the "old" page becomes locked, and no changes can be made to the old page.

Manually moving training, completing sections/years, adding comments

- Staff with the "RECR Correct" role can move training, complete sections/years and add comments. **These actions should be performed sparingly.**
  - CITI modules **may not** be moved into the 6 hours of Workshop/Discussion Based (Instructor Led) Group Training section. CITI modules are asynchronous Web Based Training, not Instructor Led Training.
  - The only courses that may count for Workshop/Discussion Based (Instructor Led) Group Training must end with the -ILT (Instructor Led Training) or -ILTVC (Instructor Led Training Virtual Course) suffixes.
  - If training was previously recorded in a shadow or legacy system, you may not add comments and complete years in SIS without the training being listed on the RECR page per the feed from Ability. All training **must** be in Ability with the only exception being One-on-One Advisor training (as that training is manually entered, it is not a feed from Ability.)
  - One-on-One training with advisors **does not** count toward the 6 hours of discussion-based group training for doctoral students who started their academic programs in Fall 2022 or later. This type of training is not able be moved into the Workshop/Discussion Based section.
  - Staff should pay attention to the dates courses were taken to determine what year a course should fall into if courses are being manually moved.

RECR roles for staff

- There are 3 RECR roles in SIS
  - RECR View (Can view RECR pages)
  - RECR Update In-Person Discussion (Can view RECR pages, can verify/deny one-on-one discussions with advisors on behalf of advisors)
  - RECR Correct (Can view RECR pages, can verify/deny one-on-one discussions with advisors on behalf of advisors, can manually move some courses on the page, can manually complete sections/years, can add comments)
- College level staff determine what roles people in the units/college should have for RECR. There is a specific Service Request Form in TDX that needs to be submitted by the College for RECR roles. The link for the Service Request Form may be found here: https://tdx.msu.edu/TDClient/32/Portal/Requests/TicketRequests/NewForm?ID=aGnBvzpBQt4_&RequestorType=ServiceOffering
- Users must have a GradPlan role along with an RECR role to be able to perform certain tasks on the RECR page. GradPlan View will only allow people to view RECR pages regardless of what their RECR role is. GradPlan User/Update will allow users with RECR Update In-Person Discussion and RECR Correct to perform the tasks users with those roles need to perform.

Additional information to know about RECR training

- **All RECR records must be captured on the RECR page in SIS. If training is not recorded in SIS, it cannot be used to fulfill RECR requirements.**
- The training year is August 16th through August 15th of the next calendar year. **NOTE: The training year is August-August, but annual requirements should be met before the end of Spring Semester each academic year.**
- Students **may not retake** any courses/training they completed previously that fulfilled some other requirement (i.e., Year 1, Year 2, Discussion Based, etc.). Courses retaken will automatically fall into the Additional Training section.
- Training completed to fulfill the 6 hours of Discussion-Based (Instructor Led) Group Training section **does not** double-count as refresher year training even if it was completed in Academic Year 3 or beyond.
- RCR-5000-ILT (Academic Course RECR training): wait until the entire academic course and all training sessions are completed and submit one group completion spreadsheet to rcr@msu.edu that encompasses all the hours instead of submitting several spreadsheets with small durations of training. (i.e., If there were four sessions that each counted for 0.5 hours, do not submit four separate spreadsheets. Submit only one spreadsheet with 2 hours when the course is complete.)
- Students may wish to complete more RECR training than is necessary for their own personal enrichment, but they only need to complete the Graduate School's basic requirements plus any other specific requirements their unit or college may have.

Department/College staff duties regarding RECR

- Ensure that students complete their annual RECR requirements.
- Ensure that students are aware of the required training and how they should complete the training. This should be part of your annual student orientation and program handbook.
- Ensure that all students have an advisor listed on their record. If not, staff must assign an advisor. This should be done as soon as the student begins their academic program (if not before) and should be updated as needed.
- There are queries in the Graduate Reporting Center regarding RECR to help you determine which students have completed their requirements and which students have not. The queries are in the Warning Reports folder.
  - RCR CITI Year 1 Incomplete: MSU_GR_RCR_CITI_Y1
  - RCR CITI Year 2 Incomplete: MSU_GR_RCR_CITI_Y2
  - RCR Discussion Hours Inc: MSU_GR_RCR_SIXHOURS
  - RCR Annual Refresher Incomp: MSU_GR_RCR_REFRESHER_NOTCMPLT (**Note:** this query returns results for every refresher year that a student has not completed, so you will see multiple rows for many students)
- If students are taking Academic courses or other courses not in Ability that count for RECR training, it is up to the unit to complete the Ability upload spreadsheet and email it to rcr@msu.edu.
- Please reach out to gradsis@grd.msu.edu with any questions.