



# JOB AID

RECR Instructions: Students

*Updated 06/01/2024*





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## RECR Instructions: Students

### What is RECR (Responsible and Ethical 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>.
- **All** Graduate Students must complete RECR training.
- RECR is a university requirement. RECR is also a federal requirement. RECR training is to be completed yearly throughout the duration of your program until all requirements have been met.
- Master's Plan A, Plan B (on site and online) 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.

### Basic RECR Requirements

- The Graduate School's Basic RECR requirements may be found at: <https://grad.msu.edu/researchintegrity>.
- All Master's, Doctoral, and Professional Graduate Students must complete at least the basic RECR requirements. Units/Colleges may require additional education besides the basic requirements of the Graduate School. 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 (must be completed by graduation)
  - Courses that end with the suffixes -ILT (Instructor Led Training) or -ILTV (Instructor Led Training Virtual Course)
  - 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 (Any 3 of 6 specific modules)
    - CITI Collaborative Research (RCR-Basic)
    - CITI Conflicts of Interest and Commitment (Previously CITI Conflicts of Interest) (RCR-Basic)
    - CITI Data Management (RCR-Basic)
    - CITI Mentoring and Healthy Research Environments (Previously CITI Mentoring) (RCR-Basic)
    - CITI Peer Review (RCR-Basic)
    - CITI Financial Responsibility
  - 6 hours of Discussion-Based (Instructor Led) Group Training (must be completed by graduation)
    - Courses that end with the suffixes -ILT or -ILTV
    - 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 (Any 3 of 6 specific modules)
    - CITI Collaborative Research (RCR-Basic)
    - CITI Conflicts of Interest and Commitment (Previously CITI Conflicts of Interest) (RCR-Basic)
    - CITI Data Management (RCR-Basic)
    - CITI Mentoring and Healthy Research Environments (Previously CITI Mentoring) (RCR-Basic)
    - CITI Peer Review (RCR-Basic)



- CITI Financial Responsibility
- 6 hours of Discussion-Based (Instructor Led) Group Training (must be completed before passing comprehensive exams)
  - Courses that end with the suffixes -ILT or -ILTV
  - Workshops, group discussions, academic courses
- 3 hours of Refresher Training in every year beginning at academic Year 3 until the student graduates
  - CITI modules not taken previously
  - Instructor Led Group Training (workshops, group discussions, academic courses): courses end in -ILT or -ILTV
  - One-on-one discussions with advisors
  - Other non-CITI RECR related courses

## How should students complete their RECR Requirements?

- In the first academic year of enrollment in a graduate degree program, all 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. CITI training will not connect to the University's Ability Learning Management System, and it will not show on the student's RECR page if a non-MSU email is used in the CITI account.
  - Students are to complete the MSU Graduate School RCR Program modules.

## Courses Ready to Begin

[Learner Tools](#)

Michigan State University (MSU)

### MSU Graduate School RCR Program

Stage 1 - Basic Course

0 / 4 modules completed

[Start Now](#)

- Year 1 and Year 2 CITI modules taken as an undergraduate or at another school do not count if they were taken prior to the start of the graduate program at MSU.
- Once CITI modules are complete, they will transfer to the student's RECR page in SIS. It may take up to two weeks for completed courses to show on the RECR page in SIS.



- In the second academic year of enrollment in their graduate degree program, Master's Plan A and Doctoral students should complete the Year 2 CITI modules.
  - The Year 2 CITI modules are not an option for students to choose from 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.

### **Where do I find my follow-up (Year 2) modules?**

In your courses list, click the "Review Course" button for the appropriate group (i.e., MSU Grad Students RCR Program). Then, scroll down past the Year 1 modules. Look under *Supplemental (or Optional)*. If the initial requirements were completed, the follow-up modules will be accessible.

- Students have a choice of 6 CITI modules for Year 2. Students only need to complete 3 of them to fulfill the requirement. Doctoral students may take the 3 remaining Year 2 CITI modules in a refresher year (year 3 or beyond) and apply these toward a refresher year requirement.
  - CITI modules taken for refresher year credit count for 45 minutes of 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.
    - 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 (A student's academic unit completes and submits a group completion spreadsheet to [rcr@msu.edu](mailto:rcr@msu.edu) to record this information. This process may take up to two weeks to complete once the spreadsheet has been submitted. If your unit has questions about this process, they should reach out to [gradsis@grd.msu.edu](mailto:gradsis@grd.msu.edu) for assistance.)
    - Other similar types of courses that cover RECR topics. Please contact [gradsis@grd.msu.edu](mailto:gradsis@grd.msu.edu) if you have questions about whether a certain course may count for RECR Discussion-Based Group Training.
    - Discussion-Based, Instructor Led Group Training will end in -ILT or -ILTV. -ILT and -ILTV courses default to 1.5 hours duration unless a different duration is specified.
    - For Doctoral Students: The 6 hours must be fulfilled before any other courses ending in -ILT or -ILTV can count toward refresher year training.



**NOTE:** Students may begin fulfilling the 6 hours of Discussion-Based (Instructor Led) Group Training in Academic Year 1. Courses utilized for the 6 hours of Discussion-Based (Instructor Led) Group Training do not also count for refresher year training even if they were completed in refresher year 3 or beyond.

- Doctoral Student Refresher Year Training (3 hours each year) beginning in Year 3 and continuing until graduation 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.
  - Department/College Workshops, brown-bag luncheons, group discussions covering RECR related topics.
  - Graduate School RECR workshops not previously taken.
  - One-on-One discussions between the student and their advisor
  - Other RECR related courses (non-CITI modules, Academic courses, etc.)

**NOTE:** Refresher Courses taken late will back-fill to complete an open Refresher Year, but courses may not be taken early to fill future Refresher Years.

(**Example:** A student completes 6 hours of refresher training in Year 3 expecting the hours 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 of the RECR page. Courses may be taken late to backfill an open refresher year, but courses may not be taken early to fulfill a future refresher year.)

## How to request verification of one-on-one RECR training with an advisor

- One-on-One Advisor RECR training is **only for Doctoral Students** and is **only for fulfillment of refresher years' training requirements** (Academic Year 3 and beyond) for students who started in their academic plans in Fall 2022 or later. This type of training **may not** be used to fulfill the 6 hours of Discussion-Based (Instructor Led) Group Training for students who started their degrees in Fall 2022 or later.
- Log-in to <https://student.msu.edu>
- Click on the **Academic Progress Tile**

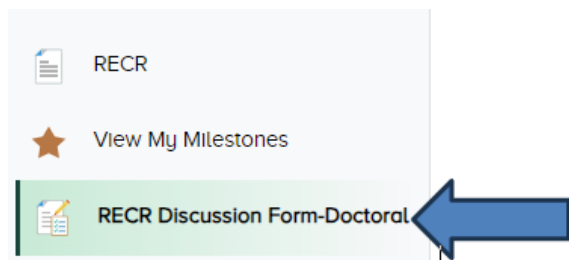
### Academic Progress



0% Complete  
0% In Progress  
100% Incomplete

Major(s): PHD  
Career(s): Graduate  
GPA: N/A  
Units: 0.0

- Click on **RECR Discussion Form-Doctoral**



- Fill out the New Discussion Form (Choose the topic of training from the drop-down menu, choose the duration from the Hours drop-down menu, enter the date the training was completed, and choose your advisor from the drop-down menu). Then click Save. **NOTE: If there is no advisor listed, please reach out to your department for assistance in getting your advisor added to your record.**

#### New Discussion Form

\*Training

Hours

\*Date

\*Advisor

Save

- The advisor will receive an email from [gradsis@grd.msu.edu](mailto:gradsis@grd.msu.edu) informing them they need to verify/deny the training. The advisor may verify/deny the training themselves or department staff may verify/deny on the advisor's behalf.
- If training is verified, it will move into the appropriate refresher year (based on the date the training was completed) once the verification is saved and the page is refreshed. If the training was completed before a refresher year (before 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, the training will also move to the Additional Training section.

### How to see completed RECR training.

- Log-in to <https://student.msu.edu>
- Click on the Academic Progress Tile





### Academic Progress



0% Complete  
0% In Progress  
100% Incomplete

Major(s): PHD  
Career(s): Graduate  
GPA: N/A  
Units: 0.0

- Click on **RECR**
- See the screenshot below for an example of completed training.

#### Year 1 Training - Four CITI Modules (All students)

Complete Yes

4 rows

CITI-2101-WBT	11/04/2019
CITI-2107-WBT	11/04/2019
CITI-2883-WBT	11/04/2019
CITI-4035-WBT	11/04/2019

#### Year 2 Training - Three CITI Modules (Master's Plan A and Doctoral Students)

Complete Yes

3 rows

CITI-2102-WBT	01/18/2022
CITI-2105-WBT	01/19/2022
CITI-2106-WBT	01/25/2022

- **For PhD students:** All One-on-One discussions with an advisor are listed as RCR-1000-ART on the RECR page once training is verified. If the training applies to a refresher year it will be listed in the appropriate year. If the training is too early to count for refresher training, or the training applied to a refresher year that was already fulfilled, it will fall into the Additional Training Section at the bottom of the page.

RCR-1000-ART-CBS	04/13/2020	1.75	Collaborative Research
RCR-1000-ART-DMG	02/17/2020	1.75	Data Management
RCR-1000-ART-MTR	10/07/2019	1.75	Mentor-Trainee Relationships

### How RECR training is calculated.

- The 6 hours Discussion-Based Training and Refresher year training is calculated based on the date order in which the training was completed.
- Example for the 6 hours of Discussion-Based Training:



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

Even though there are more than 6 hours of training recorded, the 6 hour requirement was not met until the last course was completed. The “extra” 1 hour from 9/1/23 may not be moved somewhere else to fulfill a different requirement because it was the first course taken date wise. The hours are recorded until the final course taken by date reaches a threshold of at least 6 hours and then the requirement is considered to be fulfilled.

- Example of 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 there are more than 3 hours recorded, the 3 hour requirement was not met until the last course was completed. The “extra” 1 hour from 11/1/23 may not be moved somewhere else to fulfill a different requirement because of when it was taken date wise. The hours are recorded until the final course reaches a threshold of at least 3 hours and then the requirement is considered to be fulfilled.

### Additional information to know when completing 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 16<sup>th</sup> in one calendar year to August 15<sup>th</sup> in the next calendar year.  
**NOTE: The training year is August-August, but annual RECR training should be completed before the end of the spring semester each academic year.**
- If you wish to complete more RECR training than is necessary for your own personal enrichment, you may certainly do so, but you only need to complete the Graduate School’s basic requirements plus any other specific requirements your unit or college may have.
- If you have any questions regarding your RECR requirements, please start with your department. If you still have questions after talking with your department, feel free to reach out to [gradsis@grd.msu.edu](mailto:gradsis@grd.msu.edu).
- If you have any questions about CITI modules, please feel free to reach out to [rcr@msu.edu](mailto:rcr@msu.edu) for assistance.