![Student Information System — Michigan State University]

Advisors: Verify one-on-one RECR discussions for Doctoral Students

When one of your Doctoral advisees has submitted a request for verification of a one-on-one discussion you had with them regarding an RECR topic, you will receive an email from gradsis@grd.msu.edu. The email describes the steps required to find the Verify Advisee Training page in SIS. **This type of training is only for Doctoral Students and only for refresher year training (academic years three and beyond)**. The text of the email is below.

A graduate student has submitted a request for approval of an in-person RECR discussion with you.

To approve or deny the training request, you will need to access Verify Advisee Training. Verify Advisee Training may be accessed in a variety of ways depending on your access in the system:

- Log-in to student.msu.edu. Click on the Graduate and Professional tile. In the menu on the left side of the screen click on Verify Advisee Training. Any training needing approval will be listed.
- Log-in to student.msu.edu. Click on the Compass in the upper right corner of the screen. Then click Navigator. From the Navigator > Records and Enrollment > Graduate Research Management > Responsible Conduct of Research > Track RECR Setup > Verify Advisee Training. Any training needing approval will be listed.
- Log-in to student.msu.edu. Click on the Graduate and Professional Tile > Click Track RECR on the menu on the left side of the page > Look up the student (navigation is directly to a specific student's RECR page).

Questions?

*If you have questions about the Verify Advisee Training process, contact the Graduate School at 517-353-3220 or gradsis@grd.msu.edu.

* Other questions? Contact the IT Service Desk at 517-432-6200 or 844-678-6200, answered 24 hours a day except on University Holidays.

- Log-in to https://student.msu.edu
- Click on the **Graduate & Professional Tile**
- Click on **Verify Advisee Training** in the menu on the left side of the screen
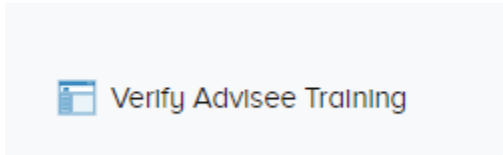
- You will see a list of discussions/trainings you need to verify or reject

Responsible and Ethical Conduct of Research–Advisor Refresher Training
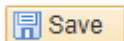
Verification List for [ ]

Unverified Training   Personalize | Find | View All | | First ◄ 1-2 of 2 ► Last

	Student Id	Advisee Name	Discussion Category	Date Taken	Hours	Verification	Comments
1			Research Misconduct	06/11/2024	1.00	Not Reviewed ▼	Comments
2			Rigor and Reproducibility	06/10/2024	1.00	Not Reviewed ▼	Comments

- To Verify the discussions/trainings choose Verified from the drop-down menu
- To Reject the discussions/trainings choose Rejected from the drop-down menu and add a comment as to why the request was rejected.

- After decisions have been made, click **Save**.

- After saving, the trainings will be deleted from the Verification list.
- Once a decision has been rendered, either Verified or Rejected, the training will show on the student's RECR page and on the Track RECR page (staff view).
- All verified one-on-one discussions are listed as RCR-1000-ART-XXX on the student and staff views of the RECR page in SIS. ART=**A**dvisor **R**efresher **T**raining. The additional three characters correspond to the topic of the discussion.
  - AAP=Authorship and Publication
  - CBS=Collaborative Research
  - CNF=Conflict of Interest
  - DMG=Data Management
  - ETH=Research Ethics
  - MIS=Research Misconduct
  - MTR=Mentor-Trainee Relationships
  - PHS=Protection of Human Subjects
  - PIP=Protection of Intellectual
  - PLG=Plagiarism
  - PRV=Peer Review
  - RAR=Rigor and Reproducibility

NOTE: Your Master's advisees should NOT submit a one-on-one discussion form as this training is only for doctoral students. If Master's students happen to submit a request, it should be Rejected.