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Adding a new Track RCR page for a new graduate degree

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Separate Track RCR pages for multiple graduate degrees

The Track RCR page indicates the first academic year in the first graduate career program that a student was enrolled. When students complete one graduate degree and then begin another graduate degree, a new Track RCR page must be created to accommodate the RCR requirements for the new degree.

IMPORTANT!

- This functionality is ONLY to be used when a student has completed one graduate career degree and has started another graduate career degree later. It is intended to separate each degree’s RCR requirements. It is not for students that are getting a Master’s degree in passing on the way to earning a PhD. Only one Track RCR page is needed in that scenario.

How to add a new Track RCR page for a new Graduate Degree

- Log-in to [https://student.msu.edu](https://student.msu.edu)
- Click on the Graduate & Professional Tile
- Click Track RCR on the left side menu.
• **Empl 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.

• At the top of the RCR page to the right of the student’s name and Empl ID, there is a “Start New RCR Requirements” button.

Responsible Conduct of Research

University RCR requirements: [https://grad.msu.edu/researchintegrity](https://grad.msu.edu/researchintegrity)

• Click on the Start new RCR Requirements button

• A box comes up where the new RCR requirements are defined (First academic year of new RCR page and the date when the new page should start).
• Type in the First Academic Year of the new Graduate Degree (format example: 2021-22)
• Add the date in which the new Graduate Degree begins in the “As of Date” section (format example: mm/dd/yyyy). The date should be the first day of the academic year for the new Track RCR page. (Example: new academic year = 2021-22; Use the first day of that academic year (09/01/2021). Otherwise, the date defaults to the current (today’s) date.

• Click OK
• The Track RCR page now has two rows. In the example below the new page has a 2021-22 academic year start date.

![Image of Track RCR page]

• The original page (below) is viewable by clicking an arrow button or Last.

![Image of original Track RCR page]

• When a “new” Track RCR page is started, the “old” Track RCR page becomes “locked.” No changes can be made and no comments can be added to the old page.

• Anything from the “old” Track RCR page that was completed on or after the new RCR page start date will appear on the “new” RCR page after a few minutes. (*You need to refresh the page after a few minutes.*)

• Courses that may have been in a “refresher year” field on the old page may now be in the “Discussion-Based” section on the new page because refresher training does not start until year 3, but discussion-based training can start in Year 1.
Helpful Hints

- If a mistake is made with the date on which the “new” page should begin, click on the Update RCR Requirements button.

REMINDERS:

- Users must have a GradPlan role and at least the RCR update-in-person discussion role to start a new RCR page.
- If a student completed year 1 and year 2 CITI modules in the first degree program and it is within 5 years of starting the second degree program, the year 1 and year 2 CITI modules do not need to be completed again. Those years should be marked complete on the new Track RCR page, and a comment should be added to the bottom of the page. Users with the “RCR Correct” role can mark years complete and add comments.
- Students need to complete 6 hours of discussion-based training for each degree.
• Refresher training begins in year 3 for PhD students.
• All one-on-one discussion training PhD students may have with their advisor must be verified/denied prior to the creation of a new RCR page for a new degree.

If you have any questions, please reach out to gradsis@grd.msu.edu for assistance.