



# JOB AID

Adding a new RCR page for a new graduate degree

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## Contents

Separate RCR pages for multiple graduate degrees.....	2
How to add a new RCR page for a new Graduate Degree.....	2
Helpful Hints .....	6



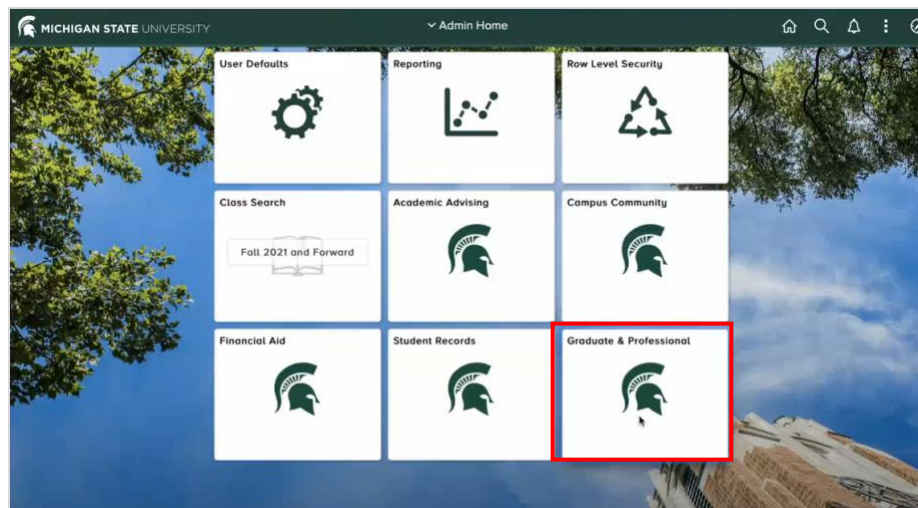
## Adding a new RCR page for a new graduate degree

### Separate RCR pages for multiple graduate degrees

The RCR page indicates the first academic year in the first graduate career program that a student is in. When students complete one graduate degree and then begins another one, a new 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. The intent is that the RCR pages may be separated for each degree's RCR requirements.**
- **The enhancement applies to situations when one graduate degree has been completed and another begins later. It does not apply to students who are in multiple graduate degree programs at the same time (ie: a master's along the way to earning a PhD or two master's degrees at the same time).**



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

- Log-in to student.msu.edu
- Click on the Graduate & Professional Tile
- Click **Track RCR** on the left side menu.



Admin Home Graduate & Professional

Student Services Center

GradPlan Data Administration

Candidate Management

**Track RCR**

Student Milestones

Thesis Management

Non-Regular Committee Members

Placement & Residency

**RCR Administration**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID: begins with [ ]

Academic Institution: begins with [ ]

Academic Career: = [ ]

Last Name: begins with [ ]

First Name: begins with [ ]

Search Clear Basic Search Save Search Criteria

- **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.

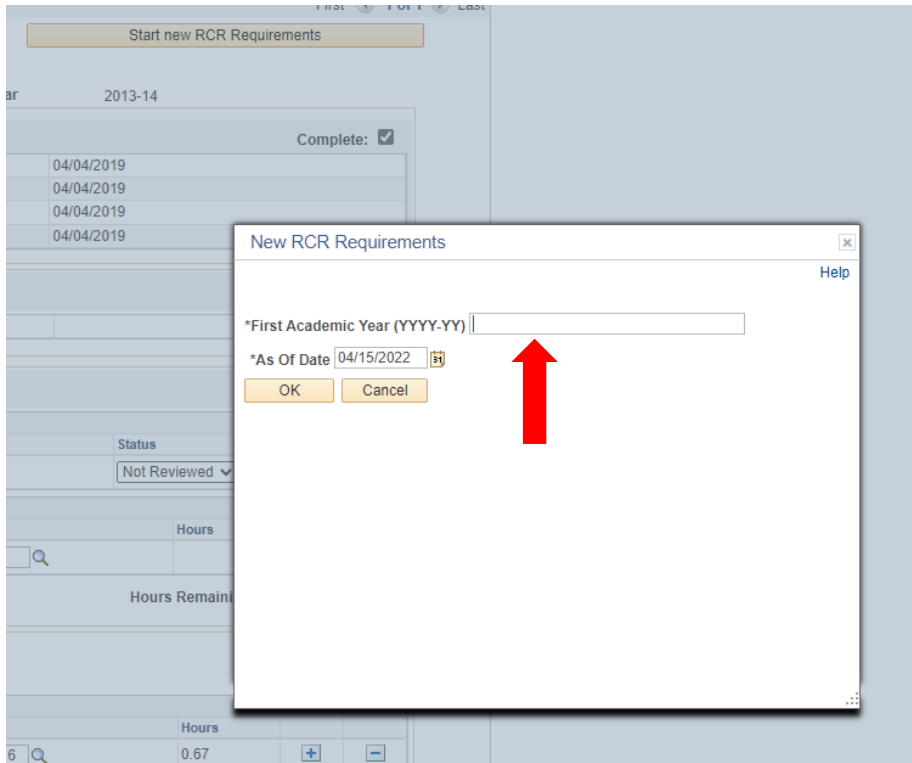
#### Responsible Conduct of Research

University RCR requirements: <https://grad.msu.edu/researchintegrity>

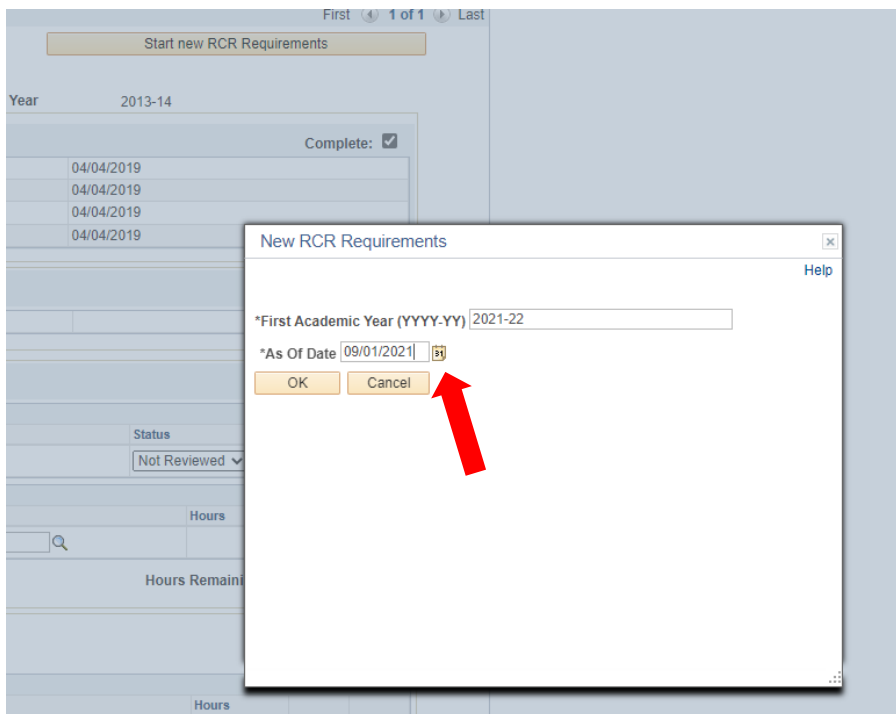
First 1 of 1 Last

Start new RCR Requirements

- 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 when the page should start).



- Type in the First Academic Year of the new Graduate Degree (format example: 2020-21)
- Choose the date in which the new Graduate Degree begins (format example: mm/dd/yyyy)





- Click OK
- The RCR page now has two rows and you can see in the example below that the new page has a 2021-22 academic year start date.

Responsible Conduct of Research

University RCR requirements: <https://grad.msu.edu/researchintegrity>

First 1 of 2 Last

Start new RCR Requirements

Update RCR Requirements

Academic Career Graduate First Academic Year 2021-22

Year 1 Training - Four CITI Modules Complete:

Year 2 Training - Three CITI Modules Complete:

Discussion-Based Training - 6 Hours Complete:

- The original page (below) is viewable by clicking the arrow button or Last.

Responsible Conduct of Research

University RCR requirements: <https://grad.msu.edu/researchintegrity>

First 2 of 2 Last

Academic Career Graduate First Academic Year 2013-14

Year 1 Training - Four CITI Modules Complete:

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

Year 2 Training - Three CITI Modules Complete:

- When a “new” RCR page is started, the “old” RCR page becomes “locked.” No changes can be made to the old page and no comments can be added to the old page.
- Anything from the “old” 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 may 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 on the date that the “new” page should begin, click on the Update RCR Requirements button.

Responsible Conduct of Research

University RCR requirements: <https://grad.msu.edu/researchintegrity>

The screenshot shows a web interface for RCR requirements. At the top right, there are navigation buttons: 'First', '1 of 2', and 'Last'. Below these are two buttons: 'Start new RCR Requirements' and 'Update RCR Requirements'. The 'Update RCR Requirements' button is highlighted with a red arrow. Below the buttons, there is a form with the following fields: 'Academic Career' (Graduate), 'First Academic Year' (2021-22), and 'Year 1 Training - Four CITI Modules' (Complete: ).

- The new page start date may be adjusted.

The screenshot shows the RCR Requirements page with a modal dialog box open. The dialog box is titled 'Update RCR Requirements' and has a 'Help' button. It contains the following fields: '\*First Academic Year (YYYY-YY)' (2021-22) and '\*As Of Date' (04/15/2022). There are 'OK' and 'Cancel' buttons at the bottom of the dialog box. The background shows the same RCR Requirements page as in the previous screenshot.

- **REMINDER: This functionality is ONLY to be used when a student has completed one graduate career degree and has started another one. It is intended to separate each degree's RCR requirements.**
- 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 has 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. The years would need to be marked as complete on the new RCR page and a comment would need to be added to the bottom of the page. Users with the RCR Correct role are able to mark years complete and add comments.



- Students need to complete 6 hours of discussion-based training for each degree. Those courses/hours completed in the first degree may not be counted for the second degree.
- Refresher training begins in year 3 for PhD students.
- The Graduate School will be running queries periodically to see which students have multiple RCR pages. If new pages were created in error or are being used incorrectly, they will be deleted.
- If there are unapproved one-on-one discussion hours on the “old” RCR page, they will not transfer to the “new” RCR page and they will need to be re-entered.

If you have any questions, please reach out to [gradsis@grd.msu.edu](mailto:gradsis@grd.msu.edu) for assistance.