



JOB AID

Non-Research GradPlan Overview for Staff

06/01/2022





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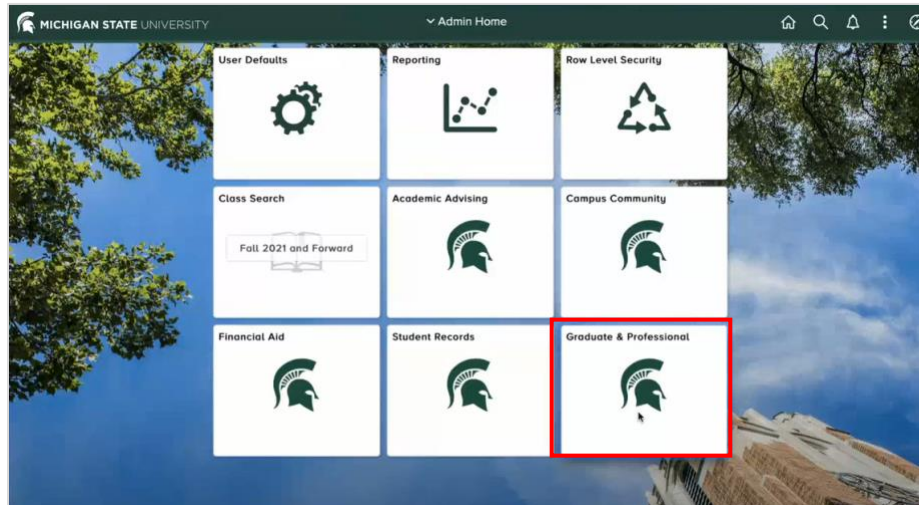
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Non-Research GradPlan Overview for Staff

Log-in to student.msu.edu.

Administrative staff will see the Graduate & Professional tile on their home page.



After clicking on the Graduate & Professional tile, the page opens with a list of menu items on the left.

Grad Plan Data Administration

1. Click **GradPlan Data Administration** on the left side menu.
2. **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.



Admin Home Graduate & Professional

Student Services Center

GradPlan Data Administration

Candidate Management

Track RCR

Student Milestones

Thesis Management

Non-Regular Committee Members

Placement & Residency

Honors and Awards

Publications

GradPlan Data Administration

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

Find an Existing Value

Search Criteria

ID: begins with [input field]

Academic Institution: begins with [input field]

Academic Program: begins with [input field]

Candidate Number: begins with [input field]

Description: begins with [input field]

Last Name: begins with [input field]

First Name: begins with [input field]

Case Sensitive

Search Clear Basic Search Save Search Criteria

The GradPlan page opens to the **Research Overview** tab.

Candidate Management

Candidate Management Override

Extracurricular Activities

GradPlan Data Administration

GradPlan Students

Graduate Reporting

Honors and Awards

Human Medicine Data

Non-Regular Committee

Research Overview Committee Course Plan Annual Review

ID [input field] Name [input field]

Academic Career GRAD Academic Program Master's in Business

Candidate [input field]
Number

Academic Year 2021-2022

Graduate Handbook

The student has not completed this section.

Student Initials: Initialed on:

Responsible Conduct of Research

The student has not completed this section.

Student Initials: Initialed on:



Research Overview Tab

This is where results are stored for the activity guides that graduate students are required to complete every year. The activity guides are assigned at the start of each academic year as “to-do” items, with the student’s responses stored on this page.

The student is required to complete the activity guide every academic year they are enrolled. There is a row for every academic year, beginning with the current year, where staff are able to review the status/results, including:

- A. **Graduate Handbook:** In this section, the student acknowledges responsibility to follow university guidelines and policies.
- B. **Responsible Conduct of Research:** The student acknowledges responsibility to follow responsible conduct of research requirements and to complete required training.

NOTE: Students in Non-Research academic plans only have two questions to answer instead of the full range of research related questions that PhD students or master’s students that conduct research would need to answer.

Committees Tab

Students in Non-Research Academic plans do not require a committee. When you click on the Committee tab, you will see the following:

The screenshot displays the 'Committee' tab in the Student Information System. The sidebar on the left contains several menu items, with 'GradPlan Data Administration' highlighted. The main content area shows the 'Committee' tab selected, with fields for ID, Name, Academic Career (GRAD), Academic Program (Master's in Business), and Candidate Number. A message box at the bottom of the main content area states: "This student's plan does not require a guidance committee."



Course Plan Tab

Students in Non-Research academic plans do not require a course plan. When you click on the Course Plan tab, you will see the following:

Research Overview | Committee | **Course Plan** | Annual Review

ID [] Name / []

Academic Career GRAD Academic Program Master's in Business

Candidate []
Number []

This student does not have an approved course list.

GradPlan Data Administration

Annual Review Tab

Staff will have access to all reviews from this shared repository. As a department's review cycle is concluded, staff complete the review on page, which will have a row for each academic year. Students will be able to see the responses on their GradPlan pages.

Staff are to check the box stating "The student is making satisfactory academic progress" if they are indeed making satisfactory progress. Then, in the Reviewed by box, staff completing the review should type their initials and the date.

Research Overview | Committee | Course Plan | **Annual Review** | New Window | Help | Personalize Page

ID [] Name / []

Academic Career GRAD Academic Program Master's in Business

Candidate []
Number []

Find | View All | First 1 of 2 Last

Academic Year 2021-2022

The student is making satisfactory academic progress

Reviewed By []

GradPlan Data Administration



Track RCR (Responsible Conduct of Research)

1. Click **Track RCR** on the left side menu.

The screenshot shows the 'Track RCR' interface. On the left, a sidebar menu lists various administrative functions, with 'Track RCR' highlighted in a red box. The main content area is titled 'RCR Administration' and includes a search form. The search form has a 'Find an Existing Value' button and a 'Search Criteria' dropdown. Below this, there are five search fields: 'Empl ID', 'Academic Institution', 'Academic Career', 'Last Name', and 'First Name'. Each field has a dropdown menu for search criteria (e.g., 'begins with') and a search icon. At the bottom of the search form, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

2. **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.

The Responsible Conduct of Research page displays the work the student has completed toward the RCR requirements, showing each year's requirements and their completion status.

NOTE: Although the RCR page will show years 1, 2, Discussion Based Training and Refresher years (years 3 and beyond) for all students regardless of academic plan, students in Non-Research academic plans are Plan B Master's students and will **ONLY** need to complete the Year 1 CITI modules and 6 hours of discussion based training.



Responsible Conduct of Research

Academic Career Graduate First Academic Year 2019-20

Year 1 Training - Four CITI Modules		Complete: <input checked="" type="checkbox"/>
CITI-2101-WBT	01/10/2019	
CITI-2107-WBT	01/10/2019	
CITI-2883-WBT	01/10/2019	
CITI-4035-WBT	01/09/2019	

~~Year 2 Training - Three CITI Modules~~ Complete:

~~Disregard year 2~~

Discussion-Based Training - 6 Hours		Complete: <input type="checkbox"/>
Advisor Discussion Hours		
*Training	Hours	Comments
Disregard Advisor Discussion Hours		
Workshop/Seminar Discussion-Based Hours		
Training		
<input type="text"/>		

Verified Hours Completed 0.50 Required Hours 6.00 Hours Remaining 5.50

The 6 hours of Discussion Based Training will be completed in this section.

Discussion-Based Training – 6 Hours: The **Discussion-Based Training** requirement may be satisfied through approved workshops (such as the Graduate School’s RCR Workshop Series), seminars at the Unit or College Level or academic courses. If many students have taken an academic course that covers RCR training, your unit will need to following the process for Submitting Group Completions Records into Ability (found on ORRS’ website at: <https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/Unit-Administrator-Access-and-Responsibilities.aspx>).