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

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.
Track RCR (Responsible Conduct of Research)

1. Click **Track RCR** 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.

   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.
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).