

## **Responsible and Ethical Conduct in Research Plan (RECR)**

Responsible and Ethical Conduct in Research (RECR) requirements for Animal Science graduate students will be completed based on the following schedule. Training activities will be recorded in the Ability Learning Management System. On-line CITI modules and Graduate School workshops will be recorded automatically in Ability. The department's graduate administrator will submit ANS-sponsored RECR discussions to the Ability system. All RECR records from Ability will be posted to your GradPlan. Information in GradPlan serves as your official RECR record, and compliance with RECR requirements will be tracked in GradPlan.

*Each year in GradPlan, you must acknowledge you are aware of and are fulfilling your RECR requirements under the 'Annual Review' section, which you can find under the 'Tasks' tile and then in the 'To Do List'.*

### **A. Year 1** (all graduate students)

All new graduate students will complete 4 CITI online modules (<https://orrs.msu.edu/train/>) within the first year of enrollment in their program.

- CITI-3588-WBT: CITI Introduction to RECR (RCR-Basic)
- CITI-2101-WBT: Authorship (RCR-Basic)
- CITI-2107-WBT: Research Misconduct (RCR-Basic)
- CITI-2883-WBT: Plagiarism (RCR-Basic)

### **B. Year 2** (all graduate students)

Within the first 2 years of enrollment, graduate students will complete 3 additional CITI online training modules (selected from the following list).

- CITI-2102-WBT: CITI Collaborative Research (RCR-Basic)
- CITI-2103-WBT: CITI Conflicts of Interest (RCR-Basic)
- CITI-2104-WBT: CITI Data Management (RCR-Basic)
- CITI-2105-WBT: CITI Mentoring (RCR-Basic)
- CITI-2106-WBT: CITI Peer Review (RCR-Basic)
- CITI-2321-WBT: CITI Financial Responsibility (RCR-Basic)

### **C. Discussion-Based Training (all graduate students by the end of Year 2)**

All graduate students must complete a minimum of 6 hours of discussion-based training by the end of their second year. Ongoing dialogue between the student and major professor regarding issues related to responsible conduct of research is also expected.

- Each fall and spring semester, a 1.5-hour discussion session open to all ANS graduate students will be scheduled. Discussion topics will vary from semester to semester but will generally focus on one of the nine topics covered by the CITI modules (authorship, plagiarism, research misconduct,

collaborative research, conflict of interest, data management, financial responsibility, mentoring and peer review).

- Additional discussion-based RECR sessions coordinated by the College of Agriculture and Natural Resources may also be available to fulfill the discussion-based requirement.
- Attending the Graduate School's Responsible Conduct of Research and Scholarship Workshop Series (<https://grad.msu.edu/recr>) can also be used to fulfill all or part of the discussion-based requirement.

### **D. Year 3+** (Ph.D. students and continuing MS students)

**Starting in year 3, all graduate students must complete 3 hours of annual refresher training.** This can include discussion-based training as described in C) above, online courses beyond the 7 required in basic training as described in A) and B) above, or other seminars or group discussions on research conduct topics. Completion of this requirement will be entered in the Ability LMS.

### **Ability Training System Log-In Instructions**

This site keeps records of and provides access to many online trainings at MSU. Once you have completed a training (even if initially accessed through the CITI page), it should show up in this list and you can complete refresher training here.

- Visit <https://ora.msu.edu/train/>
- Click the "Ability Login" button
  - Log in using your MSU NetID and password
- Within the "My Requirements" box
  - All required courses within the Ability Training System will be shown.

### **CITI Training System Log-In Instructions**

Please note – CITI Training System frequently makes updates to their system, including, but not limited to, log in instruction screens, course IDs, course names and the order the modules appear.

- Visit <https://www.citiprogram.org/>
- Click "Log In" or Select "My Courses"
- Click the "Log in through my Organization"
- Scroll down and select "Michigan State University (MSU)"
- Log in using your MSU NetID and password
- Under Institutional Courses for Michigan State University (MSU), click "View Courses"
- If you have not already done so, you may need to "Add a Course"
- Under Question 1, select "MSU Graduate School RECR" program. For all other questions, select 'Not at this time'.

### **GradPlan Log-In Instructions**

Information in GradPlan serves as your official RCR record, and compliance with RECR requirements will be tracked in GradPlan. You should check this regularly to be sure everything you have taken shows up.

- Visit <https://student.msu.edu/>
- Log in using your MSU Net ID
- Select the "Academic Progress" tile
- Click the RECR link on the left to review the RECR training courses and discussions listed
- Verify these accurately reflect your RECR