



# Department of Community Sustainability

## RCR (Responsible Conduct of Research) Training: Implementation Plan for CSUS (for academic year 2022-2023)

### Background

**All CSUS Department graduate students (MA in AFNRE, MS Plan A, MS Plan B, and Ph.D.) and post-doctoral fellows are required to follow MSU policies and guidelines for Responsible Conduct of Research (RCR).** Graduate students, including those who work on an hourly basis, and postdoctoral fellows are required to comply with RCR requirements.

To satisfy federal regulations, MSU requires that all graduate students and postdocs complete training in research ethics. This training is individualized to each graduate program and must be documented. The Association of American Universities (AAU) recommends a minimum of **five hours in the first year** of a person's research career and **three hours annually thereafter**, or as required by a specific funding agency, whichever is greater. MSU modified its requirements based on the belief that "[t]he plan is predicated on the principles that a basic understanding of issues is necessary through didactic training and a periodic reinforcement of the principles through discussion." The CSUS plan combines the MSU requirements with the AAU guidelines for its **annual training requirements** and requires annual training for ALL master's and PhD students.

MSU's requirements with CSUS requirements added (MSU in black, plus **CSUS and STPAM in red**):

YEARLY	Master's Plan B and Graduate Professional students	Master's Plan A students	Doctoral students
<b>Year 1</b> CSUS: 2 Basic HRPP/IRB modules	Complete by end of student's first year (complete in CSUS 802)	Complete by end of student's first year (complete in CSUS 802)	Complete by end of student's first year (complete in CSUS 802)
<b>Year 1</b> CITI Programs - 4 online modules (CSUS same)	Complete by end of student's first year (complete in CSUS 802)	Complete by end of student's first year (complete in CSUS 802)	Complete by end of student's first year (complete in CSUS 802)
<b>Beginning Year 1</b> 6 hours discussion-based (workshop, mentor coaching) CSUS: 3 hours Year 1, 3 hours Year 2	Complete by graduation CSUS requires 3 hours in Year 1 (complete in CSUS 802)	Complete by graduation CSUS requires 3 hours in Year 1 (complete in CSUS 802)	Complete before finishing comprehensive exam and entering candidacy status* CSUS requires 3 hours in Year 1 (complete in CSUS 802)
<b>Year 2</b> CITI Modules (select 3 supplemental modules) Plus 3 hours discussion-based training	Not applicable (unless program requires) CSUS requires 3 hours in Year 2	Complete by end of student's second year CSUS requires 3 hours in Year 2	Complete by end of student's second year CSUS requires 3 hours in Year 2
<b>Year 3 (and beyond)</b> 3 hours of annual refresher CSUS requires for ALL graduate students	Not applicable (unless program requires) Complete 3 hours each year starting in year 3 of program	Not applicable (unless program requires) Complete 3 hours each year starting in year 3 of program	Complete 3 hours each year starting in year 3 of program CSUS: Same as above

For MSU chart and links to other helpful information, see (and watch for updates and clarifications):

<https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/Grad-Students.aspx>

**ABILITY** is the current RCR tracking system for everything *except* master’s Year 3 and beyond.

**STILL FAIRLY NEW:** RCR requirements and tracking will be based on **academic year** (August 16 – following August 15).

Because this is the second year of using “academic year” protocols, CSUS encourages you to meet this year’s RCR requirements during the Fall and first half of the Spring semesters.

CSUS has a May 1 deadline of each academic year for internal review for meeting requirements.

**NOTE: In addition to** MSU requirements, certain grants (e.g., NSF, NIH, USDA) may require researchers to obtain additional training related to the responsible conduct of research and must meet those guidelines/ timelines.

### RCR ≠ IRB

IRB training is required by MSU before you can conduct research involving human subjects. IRB training can be used to meet part of your annual RCR training, but is not sufficient to meet RCR training requirements.

**IRB training** is required by MSU’s Office of Contracts and Grants before engaging with research involving human subjects (use CLICK™ found at <https://hrpp.msu.edu/click/index.html> )

**RCR training** is required by MSU and CSUS every academic year (CSUS includes “every year” for MS students).

Anyone who conducts a study that requires Institutional Review Board (IRB) approval and involves human subjects must meet training requirements for human subjects’ research protection offered by MSU’s Human Research Protection Program (HRPP). Because almost all students in the CSUS Department engage in research involving human subjects, this requirement (along with the rest of the Year 1 requirements) is discussed and met in CSUS 802.

HRPP requires the “initial educational requirement.” Find requirements for initial training via:

<https://hrpp.msu.edu/training/index.html> and the entry page to the ABILITY system at (you must log on):

<https://orrs.msu.edu/train/> (general), then new user training at <https://orrs.msu.edu/train/new-users/index.html>

**HRPP/IRB** training consists of two modules:

- 1) Overview of Human Research Protection, and
- 2) Ethics and Regulations in Human Research.

HRPP/IRB training is incorporated as part of CSUS’s RCR requirements. To meet Graduate School requirements, basic HRPP/IRB training is supplemented in **Year 1** for CSUS students with four 4 CITI modules and 3 hours of RCR-related discussion in CSUS 802.

**CITI Modules:** Find a list of CITI modules via a [helpful graphic here](#) in the FAQ

See next page for details about the CSUS requirements/options for each year of your academic program.

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## Initial/Year 1 RCR Education (details)

All CSUS graduate students must complete **all three of the items below** within their first academic year, and preferably no later than mid-spring semester in preparation for May 1 “review of training”). Because all new CSUS graduate students (M.S. Plan A, M.S. Plan B, and Ph.D.) are required to take CSUS 802 during their first fall semester, first year requirements are covered during that course (students must participate in those class days/sessions during which RCR requirements are covered).

1. **Initial IRB Training (via MSU’s HRPP website):** offered by MSU’s Human Research Protection Program (HRPP). HRPP/IRB training can be found via ABILITY training system (*Firefox or Chrome browsers recommended*). Use your NetID@msu.edu e-mail address. (<https://hrpp.msu.edu/training/index.html>) Login to the ABILITY training system. In your Requirements tile, click the + and add the [Human Research Protection track](#). You must complete both modules:

- Overview of Human Research Protection, and
- Ethical & Regulations in Human Research

If incoming students have current IRB training, that suffices for Year 1’s #1 requirement (no need to re-take). (1 of 5 hours)

2. **Four (4) Required CITI Modules** offered by MSU’s Human Research Protection Program (HRPP). *MSU has licensed access to CITI modules. Register for, then access/[log in to CITI modules](#) (or <https://bit.ly/RCR-CITI>)* (1 of 5 hours)

ANSWERS TO QUESTIONS TO ENROLL IN RCR TRAINING SYSTEM (if this list pops up for you, so you can register in the system):

1) Select Learner Group → “MSU Graduate School RCR Program” 2) “Not at this time” 3) “Not at this time” 4) “Not at this time” 5) “Not at this time” → hit SUBMIT → complete the four required “basic” modules). After you are registered, you should not have to repeat in future years.

- Introduction to the Responsible Conduct of Research (RCR Basic, ID 17009)
- Plagiarism (RCR Basic, ID 15156)
- Authorship (RCR Basic, ID 16597)
- Research Misconduct (RCR Basic, ID 16604)

3. **In-class discussion-based training about RCR issues during CSUS 802** (3 of 5 hours required during first year of degree program)

## Year 2 RCR Education (details and options)

All CSUS graduate students must complete **both of the items below**: 3 hours of discussion-based RCR training PLUS three (3) additional CITI “basic” modules.

1. **Three (3) hours of discussion-based training:** either via CSUS/GSO-offered RCR discussion sessions, via Graduate School-offered RCR workshops, or TDI Center-offered Dialogue Workshops. For Graduate School sessions, register EARLY to assure access to these workshops (enrollment is limited and they fill fast). See [Graduate School RCR website](#) (alternatively, 3 hours discussion-based training; see #4, 5 and 6 in Year 3+ below)
2. **Three (3) additional CITI Modules** of the 6 below, (found as “Optional Modules” or “Supplemental Modules,” where you found “Required Modules” for Year 1); to access training modules, [log in to CITI modules](#), click blue box labelled “REVIEW COURSE.”

- Collaborative Research (RCR-Basic, ID 16598)
- Data Management (RCR-Basic, ID 16600)
- Mentoring (RCR-Basic, ID 16602)
- Conflicts of Interest (RCR-Basic, ID 16599)
- Financial Responsibility (RCR-Basic, ID 16601)
- Peer Review (RCR-Basic, ID 16603)

*MSU has licensed access to CITI modules. If not yet registered, do so and then [log in to CITI modules](#) (or <https://bit.ly/RCR-CITI>)*

## Year 3 & Beyond RCR Education (each subsequent academic year after first two years’ requirements are met)

All active CSUS graduate students must complete 3 hours of training (in some combination of discussion-based RCR refresher training via workshops or other discussion-based training, IRB refresher, additional CITI modules) during each subsequent academic year of their degree work. **MS students use CSUS Year 3+ form**. Select any combination from the following, to equal 3 hours:

1. **Graduate School-offered RCR workshops** (workshops @ 1.5 hrs). Register EARLY (seats limited). See [Graduate School RCR web pages](#).
2. **Additional CITI Modules** (If you’ve taken all 10 “basic” modules: First access [CITI modules](#); scroll down to “Learner Tools for MSU,” click “add a course” (you’ll get the 5 questions again – for **Q1** select MSU Graduate School RCR; **Qs 2, 3, 5** click “not at this time;” **Q4**, click “Social-Behavioral Educational Researchers” [NOT “Legacy” version] Submit, then select from 11 “Supplemental Modules.” (2 modules = 1 hour)
3. **HRPP/IRB Refresher**. (1 hour)
4. **CSUS/GSO-offered** discussion-based training (watch for announcements from the GSO; typically offered as 1.5-hour sessions each)
5. **TDI Center-offered** discussion-based training, small group dialogue (watch for announcements via email or look at [TDI website](#))
6. One-hour blocks of **readings and/or PPT reviews plus discussion** with Advisor or PI (based on selected readings and other resources from RCR [Research Integrity Resources website](#)) **MUST identify a specific topic to submit**.

### Work to complete each year’s RCR training no later than mid-semester of each spring semester.

Please note that the above requirements are only *minimum* requirements for RCR training. Students interested in learning more about the responsible conduct of research are encouraged to take advantage of the many resources available from the Graduate School, the Human Research Protection Program, and Office of Research Integrity. Included are workshops, online tutorials and readings. Tracking of most requirements can be done in ABILITY. Master’s students in Year 3 and beyond should **submit CSUS form plus documentation for “Year 3 and beyond” required education**.