How-to Guide for MSU RCR Series

1) Obtain your MSU e-mail (i.e. xxxxxxx@msu.edu).

2) Know your departmental requirements for RCR Education. All five (5) sessions offered in the KIVA and Quiz from the Virtual first session (1) must be attended and completed to receive The Graduate School Certificate in RCR.

3) Register for the RCR Workshops (described below) that fulfill your department requirements. [http://grad.msu.edu/workshops/webreg.aspx](http://grad.msu.edu/workshops/webreg.aspx)
   At registration, identify a Research Integrity Consultant (RIC). Ask this individual before listing their name while registering, as the Graduate school WILL be contacting your RIC.

4) Read the Syllabus (following document), download “On being a Scientist”, and register in the D2L Epigeum Course for “Research and Scholarly Integrity”.

5) Do the Pre-workshop readings and assignments sent in the e-mail that announces the workshops, normally one-week prior. This will prepare you for quizzes given during the workshops; you must achieve a 75% overall score (attendance+ Quiz or assigned homework) to receive credit to gain a certificate (6 sessions average).

6) Arrive at Erickson Kiva prior to 6 pm (registration begins at 5:20 pm) on workshop nights; signing in is a REQUIREMENT for credit for the workshop. You will also pick up a folder with your name on it, and you will use this through the course of the workshop series. You will also pick up an iClicker for use during the workshop.

7) When the session is complete, sign out as asked by the instructors (each session may be different). Return your folder with all papers inside of your folder. Return the iClicker.

Thank you.
Graduate Education & Postdoctoral Training at Michigan State University

Our goal is to prepare researchers to become globally-engaged citizen-leaders. Central to achieving this goal is the ability to conduct quality research/scholarship. This workshop series serves as the foundation for strong professional reputations for individuals, their departments and graduate programs, and Michigan State University (MSU). For students and postdoctoral trainees, professional development occurs under the guidance and leadership of individual faculty through partnerships intended to be mutually beneficial. To be successful, these partnerships must be based on a shared commitment to responsible research/scholarly practices based on key principles of research integrity. This workshop series will highlight these key principles and repeatedly emphasize that research and scholarly integrity is a fundamental characteristic of quality research/scholarship in all disciplines.

Why is this Workshop Series Offered?

- This workshop series is intended to support the efforts of departments and graduate programs in fostering responsible research/scholarly practices. The expectation is that student/trainee research/scholarship will be of higher quality, and that students/trainees will be better able to avoid and respond to situations involving irresponsible research/scholarly practices and behaviors.
- It is critically important that early career scholars understand that their research/scholarly work impacts others and contributes to the research/scholarship of others in important ways that may not always be clear.
- Research and creative works are supported by public and/or private funding. These sources trust that new information generated through funding is accurate, true, and carefully considered. Inaccurate (flawed, incorrect) results can occur from mistakes or chance. In some instances, individual researchers violate the principles of research integrity by intentionally misrepresenting their findings (research misconduct). Students and trainees are accountable for deviations from and violations of established policies and professional standards concerning research integrity. The most serious violations can affect completion of individual courses, research programs and even lead to revocation of the degree.
- All interested parties who support, conduct, oversee, and use the results of research/scholarship share a common commitment for the importance of maintaining the integrity of research/scholarly enterprises. This includes a commitment that early-career scholars receive appropriate education and training in the responsible and ethical conduct of research. Certain Federal agencies implemented requirements that students and post-doctoral trainees supported by Federal funds be educated and trained in the responsible and ethical conduct of research. MSU departments and graduate programs developed plans to provide this education and to assure compliance to these Federal agencies.
**Expectations of Your Participation**

1) Know your departmental requirements for RCR: Departments, Schools and Interdisciplinary Programs are responsible for establishing requirements, developing plans for appropriate training and oversight in the ethical and responsible conduct of research (RCR). Many decide to require attendance at this workshop series as a key aspect of their educational strategies. It is your responsibility to check with your Department, School, or Program about what they have elected to require. As noted above, plans for Responsible Conduct of Research Education and Training are listed on the Graduate School’s [website](#) by College.

The Certificate of Attendance is offered after completing all workshops in this series. This Certificate of Attendance will only be issued by the Graduate School if you have attended all required workshops and completed all assigned activities satisfactorily (more below).

2) It is your responsibility and duty to read and understand MSU’s policies and procedures on academic and research integrity and misconduct.

3) Workshops will begin promptly at 6 p.m. and end at 7:30 p.m. Please arrive early, sign the registration sign-in sheet, and pick up your materials by 5:50 p.m. Sign in is required.

4) Every student is responsibility for reading and considering Pre-Workshop Readings and completing Pre-Workshop Tasks that will be assigned for Workshops (in an e-mail, ~1 week prior, to your MSU account). Key issues and examples will be emphasized as case studies during the workshops.

5) Short writing exercises/quizzes will be included in each session to evaluate pre-workshop planning and individual understanding of key issues regarding the specific content of the session.

6) Electronic devices (phones, tablets, computers) may not be used during the workshops.

7) You will have a named folder to hold your work; pick it up at every session when you sign in. This folder will be returned with writing exercises for review after individual workshops.

**Selection of a Research Integrity Consultant**

Because departments and graduate programs have the primary responsibility for educating students and trainees about responsible research/scholarly practices, we require that you identify and ask an experienced researcher/scholar in your department or program to serve as your Research Integrity Consultant for each session in the workshop series. Our intent is for you to communicate regularly with someone in your discipline about the topics covered in the workshop series. This individual could be your rotation supervisor, chair or member of your dissertation committee, thesis advisor, graduate program director, or research supervisor.

When you register: You will be asked to include the name and email address of the individual that has agreed to serve as your Research Integrity Consultant as we plan to communicate with you both prior to individual workshops. You will be asked to share the outcomes of your discussions with your Research Integrity Consultant in the workshop either orally or in written assignment.
The Graduate School’s 2015-16 Responsible Conduct of Research Program

Workshop Registration
Registration by students and postdoctoral researchers themselves is required.

Before you Register: Find out from your Department, School, or Program which specific workshops are required OR whether you are required to attend the entire series. Your registration will not be completed and assured if you do not provide the name and email address of your Research Integrity Consultant.

Please go to [http://grad.msu.edu/workshops/webreg.aspx](http://grad.msu.edu/workshops/webreg.aspx) and follow the directions for registering through the Graduate School’s on-line Registration System. You will be asked to identify:

- Your Name, Department, & Email address;
- The Name and email address of the individual that has agreed to serve as your Research Integrity Consultant; and
- The Names and Dates of the Workshop Sessions that you wish to attend.
- For students or postdocs funded by the National Science Foundation (NSF), please also include the following additional information in the note field:
  - The project/award Title;
  - Name of the faculty Principal Investigator; and
  - MSU Contract & Grant administration (CGA) Account or Award Number.

Registration preference will be given to graduate students and postdocs from departments who regularly attend the RCR series in the past ten years ([list of departments](http://grad.msu.edu/workshops/webreg.aspx)). Additionally, preference will also be given to students and post-docs funded by NSF grants.

You may register for the entire series (recommended) or for an individual session. The deadline for registering for a session is one week before the session. You will receive an email reply confirming your workshop registration. It is recommended that you print and bring a copy of this confirmation with you to the workshop.

Registering with EPIGEUM in D2L
The online course EPIGEUM (in D2L) will be used to cover some RCR topics both in assigned homework and in the workshops themselves.

Please register for access to these courses through your [D2L account](http://grad.msu.edu/workshops/webreg.aspx). Go to “Self Registration” in the upper right menu, next to help. Click, and then choose to be enrolled in the Course Offering Named “Research and Scholarly Integrity (Epigeum). Embedded within these lessons are MSU Context boxes such that you will learn both general and MSU-specific RCR information. We will focus on the Content that is for Biomedical Science.
Use of RTTS System to track YOUR RCR Education

The Engineering College has created an online system that can be used by students so that the student themselves can track the different types of RCR activities in which they have participated throughout their time at MSU. The Graduate School does NOT enter in your attendance at the RCR sessions to the RTTS system; you are responsible for this.

Things to know:

- Access is controlled by MSUNetID and password.
- Only students need to create accounts and no one else can create an account for a student. The Research Training Tracking System records classes for the academic year, thus from August 16 to the next August 15th. You will need to create a new account each year.
- The web site for the RTTS is: https://www.egr.msu.edu/secureresearchcourses/
- When you first login (website URL below), you are asked to select your Primary college and department. You are also asked to enter the MSUNetID of your adviser. BE SURE THIS IS A FACULTY MEMBER, not a graduate student supervisor. This can be changed to the NetId of a Principal Investigator if you are working on a specific grant or project (e.g. NSF grant, NIH Training grant).
- Start with the Create/Edit Trainee Account. Select Create/Edit Trainee Account tab on menu bar, follow the directions on the page. Please read them all, they explain different situations for new and returning students. Now select Type, Department and Adviser MSUNetID and Save the account. The Adviser MSUNetID should be your faculty adviser. You will be transferred to the Add/Edit Training Courses page.
- On the Add/Edit Training Courses page, you have the ability to select from your Primary department list of courses or from other college/department lists. The default is to select from the Primary. You should notice that some courses are fixed topics while others, such as PI meeting or Other, have a field where topic can be added. You should put in the number of hours and the date the training was taken. You must Save the record.
- The Run Training Courses Report generates a PDF of the training courses recorded for you. This can be printed off and signed by you and your adviser.
- The Research Training Tracking System records classes for the academic year, from August 16 to the next August 15th. You cannot change the records for last year so as the end of year approaches; remember to get your records updated.

Accommodations

Persons with disabilities or special needs should contact the Graduate School at 517-353-3063 or gradwrsp@msu.edu to request arrangements no later than one week prior to the session date. Requests received after this date will be met when possible.
Workshop Series Outcomes

All attendees will be expected to participate actively by reading assigned materials in advance, contributing to group discussions, reflecting on and their understanding of professional principles and standards; and sharing views about responsible and ethical conduct of research/scholarship in their academic field of study. At the end of the workshop series, attendees will be expected to understand and be able to explain:

- MSU’s rules concerning academic integrity, including possible disciplinary actions regarding allegations of academic or research misconduct;
- MSU’s requirements for training and oversight in the responsible and ethical conduct of research;
- Where to find their department’s or program’s plan for training and oversight in the responsible and ethical conduct of research;
- The Key Principles of Research Integrity and core values of responsible and ethical conduct of research/scholarly practices;
- How to properly credit other’s works in order to avoid accusations of plagiarism;
- How to reason logically and critically evaluate ethical dilemmas and professional situations to guide responsible and ethical actions in the conduct of research/scholarship;
- How their research/scholarship affects others, both professionally and personally; and
- How to responsibly collaborate with others in research/scholarly teams.

Issuance of a Certificate of Attendance from The Graduate School

All individuals who desire to receive a Certificate of Attendance will be expected to participate and engage in all six workshops as described in this syllabus.

Responses provided through the short writing exercises/quizzes will be read and assessed as to whether or not they are responsive to the question asked. Attendance at all workshops (signing in, signing out) as well as “suitable responses” to the writing exercises will be required as the basis for issuance of a Certificate of Attendance. A minimum score of 75%, averaged from scores for all required 6 sessions, is necessary for The Graduate School to issue you a Certificate of Attendance. Certificates are awarded in the Spring of each year.
Workshop Series Topics & Scheduled Dates

Fall Semester 2015

Workshop 1 Virtual Session: Being an Early Career Scholar
Scavenger Hunt due Wednesday, September 9, 2015

Pre-Workshop Readings

  - Introduction to the Responsible Conduct of Research
  - Advising and Mentoring (page 4)
  - Mistakes and Negligence (page 12)
  - Laboratory Safety in Research (page 28)
- Academic Programs (a listing of academic programs, policies and related information)
- Appropriate information regarding academic advising and research for your graduate program (Masters or Doctoral)
- Graduate Student Rights and Responsibilities (for Graduate Students only)
  - Article 2: Academic Rights and Responsibilities for Graduate Students
- Guidelines for Graduate Student Advising and Mentoring Relationships AND Guidelines for Integrity in Research and Creative Activities (PDF)
- Making the Right Moves: A Practical Guide to Scientific Management for Postdocs and New Faculty: Second edition (for Post-Doctoral Trainees only)
  - Chapter 5: Mentoring and Being Mentored
- MSU Research & Scholarly Integrity Resources
  - Mentor/Trainee Relationships
- Your Graduate Handbook (request a copy if it is not online; for Graduate Students only)

Pre-Workshop Tasks (Graduate Program Advisors will be invited to attend this workshop)

- Will be assigned by email prior to the Workshop
Workshop 2: Scientific Communications, Rights to Data, and Authorship  
Wednesday, October 14, 2015

Pre-Workshop Readings

  Authorship and the Allocation of Credit (page 35)  
  Sharing of Research Results (page 29)  
  Intellectual Property (page 39)
- MSU Research & Scholarly Integrity Resources  
  Authorship and Publication  
  Collaborative Research  
  Protection of Intellectual Property

Pre-Workshop Tasks

- Will be assigned by email prior to the Workshop

Workshop 3: Crediting the Works of Others and Avoiding Plagiarism  
Wednesday, October 28, 2015

Pre-Workshop Readings

  Authorship and the Allocation of Credit (page 35)
- MSU Research & Scholarly Integrity Resources  
  Plagiarism  
  Avoiding Unintentional Plagiarism (PDF)

Pre-Workshop Tasks

- Will be assigned by email prior to the Workshop

Workshop 4: Record Keeping, Data Management, and Sharing of Information  
Wednesday, November 11, 2015

Pre-Workshop Readings

  The Treatment of Data (page 8)
- MSU Research & Scholarly Integrity Resources  
  Management of Research Data

Pre-Workshop Tasks

- Will be assigned by email prior to the Workshop
Spring Semester 2016

**Workshop 5: Conflict of Interest, Peer Review, & Export Control**
Wednesday, January 13, 2016

**Pre-Workshop Readings**
  Competing Interests, Commitments, and Values (page 43)
- MSU Research & Scholarly Integrity Resources
  Collaborative Research
  Conflict of Interest
  Peer Review

**Pre-Workshop Tasks**
- Will be assigned by email prior to the Workshop

**Workshop 6: Misconduct in Research & Creative Activities**
Wednesday, February 10, 2016

**Pre-Workshop Readings**
  Research Misconduct (page 15)
  Responding to Suspected Violations of Professional Standards (page 19)
- MSU Research & Scholarly Integrity Resources
  Authorship and Publication
  The Continuum from Research Integrity to Research Misconduct

**Pre-Workshop Tasks**
- Will be assigned by email prior to the Workshop