Background

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) has recommended five hours in the first year of a person’s research career and three years annually thereafter, or as required by a specific funding agency, whichever is greater. MSU has endorsed this time standard in its implementation of RCR training.

This document covers the Responsible Conduct of Research (RCR) requirements for all graduate student and postdocs in the Department of CSUS. Please note that, in addition to these requirements, certain grants may require researchers to obtain additional training related to the responsible conduct of research. Additionally, anyone who conducts a study that requires Institutional Review Board (IRB) approval must meet the training requirements for human subjects’ research protection offered by MSU’s Human Research Protection Program (HRPP). As of the writing of this document, HRPP requirements include an “initial educational requirement” that involves a 2- to 3-hour online tutorial. This training is valid for two years, after which the training must be renewed by completing online refresher modules (see CITI options on the HRPP website: http://www.humanresearch.msu.edu/requiredtraining.html).

RCR Requirements for ALL CSUS’ Graduate Students

To comply with MSU’s requirements for training in the responsible conduct of research, all CSUS graduate students (M.S. Plan A, M.S. Plan B, and Ph.D.) must complete five hours of Initial RCR education by the time of their first yearly assessment (which occurs in January). Additionally, after the initial RCR education, all graduate students must complete three hours of refresher training annually. To show compliance with these requirements, students must provide their advisors with written documentation of their training during their yearly assessment meeting (in January of each year for whatever part of the preceding calendar year the student was studying in CARRS/CSUS). Advisors must complete the RCR Training Requirement Form for each of their graduate student advisees and submit with student’s Annual Progress Report paperwork. (See specific requirements on next page.)

Upon completion of the initial training, students must complete the Responsible Conduct of Research and Scholarship (RCRS) Certification Form (see Appendix A) and submit it to Graduate Secretary. The Graduate Secretary will maintain the Annual RCR Training Record Forms along with completed Annual Graduate Student Assessments. Proof of RCR completion is due the end of January of each year with Annual Academic Performance and Progress Assessment.
Initial RCR Education *(5 hours in first year of CSUS Graduate Work)*

All CSUS graduate students must complete five hours of initial RCR training by the end of their first fall semester (prior to their first annual assessment, completed in January).

**First 3 Hours:** Because all new CSUS graduate students (M.S. Plan A, M.S. Plan B, and Ph.D.) are required to take CSUS 800 during their first fall semester, the first three of these hours are incorporated into that course. (Of course, you must participate in those class days/sessions during which RCR is covered.)

**Hours 4 & 5:** Select (in consultation with your advisor and/or project Principle Investigator [P.I.]) two hours from the following options. Be sure to document completion of your selected options in **writing**.

- **HRPP Initial Training** (2- to 3-hour tutorial, depending on how long it takes you to complete it)  
  *Note: completion of this tutorial also will satisfy the initial education requirement for requesting IRB approval.*  
  [http://www.humanresearch.msu.edu/requiredtraining.html](http://www.humanresearch.msu.edu/requiredtraining.html)

- **CITI (Collaborative Institutional Training Initiative) Modules**, depending on modules selected, one or more modules may be needed to meet each 1-hour requirement.  
  *Note: MSU has licensed access to CITI modules. A link can be found on the HRPP website:*  
  [http://www.humanresearch.msu.edu/onlinetraining.html](http://www.humanresearch.msu.edu/onlinetraining.html)

- **RCR Workshop – Individual Workshops or Certificate (all):** Offered by the Graduate School *(must register ahead of time; space is limited; to receive Certificate of Attendance, must participate in all seven 1.5-hour workshops and complete the associated work):*  
  [http://grad.msu.edu/rcr/](http://grad.msu.edu/rcr/)

- 1-hour blocks of **readings plus discussion** with Advisor or PI (based on selected readings from RCR website: [http://grad.msu.edu/researchintegrity/resources/](http://grad.msu.edu/researchintegrity/resources/))

Refresher Training *(3 hours annually after first year of CSUS Graduate Work)*

All CSUS graduate students must complete three hours of RCR refresher training annually. Student may choose any combination of the following training resources totaling a minimum of 3 hours.

- **CITI Modules** approved by advisor or PI:  
  [http://www.humanresearch.msu.edu/onlinetraining.html](http://www.humanresearch.msu.edu/onlinetraining.html)

- **RCR Workshops** offered by the Graduate School *(must register ahead of time; space is limited):*  
  [http://grad.msu.edu/rcr/](http://grad.msu.edu/rcr/)

- **Non-CITI Tutorials:**  
  [http://grad.msu.edu/researchintegrity/resources/](http://grad.msu.edu/researchintegrity/resources/)

- **Discussion/Training** with advisor or PI *(based on RCR Readings):*  
  [http://grad.msu.edu/researchintegrity/resources/](http://grad.msu.edu/researchintegrity/resources/)

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. These include workshops, online tutorials and readings.

*(approved for CARRS implementation February 2012; revised for CSUS August 2013 & August 2014)*
**Responsible Conduct of Research (RCR) Training**

**Tracking Form**

Student, with review of/approval by their advisor, will complete this form as part of the CSUS requirement for graduate student RCR training. **Initial education** must be completed by the end of the student’s first fall semester in CSUS. Three hours of **refresher training** must be completed annually thereafter. Complete appropriate section below (check box).

*Note: Student must provide advisor with documented evidence of training (e.g., certificate of HRPP tutorial completion or RCR Workshop Certificate of Attendance) before advisor will sign this form.*

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Year for Which Submitted:</th>
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<tr>
<th>Faculty Name:</th>
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| **Initial RCR Education** *(5 hours in first year of CSUS Graduate Work)* |
|---|---|---|
| **Training Type** *(800, HRPP, CITI, RCR Wkshp, Read/Discuss)* | **Title** *(of Module, Workshop, Article[s], etc.)* | **Date Completed** *(mm/dd/yyyy)* | **# hours** |
| CSUS 800 | RCR Plagiarism Workshop plus class discussion | | 3 |

| **Refresher Training** *(3 hours annually after first year of CSUS Graduate Work)* |
|---|---|---|
| **Training Type** *(800, HRPP, CITI, RCR Wkshp, Read/Discuss)* | **Title** *(of Module, Workshop, Article[s], etc.)* | **Date Completed** *(mm/dd/yyyy)* | **# hours** |
| | | | |

**Student Signature:** ____________________________

**Date Signed:** ____________________________

**Faculty Signature:** ____________________________

**Date Signed:** ____________________________

Department of Community Sustainability