Overall considerations:

Michigan State University requires that all graduate students be trained in the Responsible Conduct of Research (RCR) as part of their Research I University experience. In addition, as part of compliance with Section 7009 of the American Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) as implemented by the National Science Foundation (NSF) and the NIH Responsible Conduct of Research Notice (NOT-OD-10-019), all postdoctoral research associates, research specialists, and undergraduate students working on research projects will also be required to complete RCR training. The College of Education (COED) agrees that RCR training is critical for researchers at all levels and will implement the university policy in the following ways.

1. The components of each student’s, research specialist’s, and post-doctoral research associate’s Responsible Conduct of Research (RCR) training are described below. These components are a mixture of on-line and face-to-face educational experiences. Some involve sessions sponsored by the Graduate School (GS), the College of Education’s Institute for Research on Teaching and Learning (IRTL), or individual departments; others involve faculty working directly with students, research specialists, and post-doctoral research associates employed on research projects or enrolled in courses.

2. The responsibility for ensuring that each individual has completed the required training rests with the Graduate Academic Advisor during the annual review and/or the Principal Investigator (PI)\(^1\) of the research projects employing that individual. The Advisor and/or the PI will use the College of Engineering’s Research Training Tracking System (RTTS) to monitor progress toward completion of the RCR requirements. For the purposes of RCR training compliance, the year runs from 8/16 to 8/15 of the following year.

3. RCR training will take into consideration individual academic levels and needs. Masters students in the College of Education are primarily professional students who have different needs than Doctoral students pursuing research degrees. During the next 6 months, the college departments with Masters programs (including online MA and certificate programs) will determine the appropriate RCR content and number of hours to be included in regular coursework. In addition to a required plagiarism discussion, suggested content includes topics pertinent to future and current teachers such as

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\(^1\) For individuals who do not have a Graduate Academic Advisor, the responsibility for RCR training and monitoring defaults to the Principal Investigator(s) of the research project employing the individual.
responsibilities under federal FERPA regulations and/or the responsibilities of teachers when their classrooms are the subject of research.

**Initial training for all doctoral students, research specialists, post-doctoral research associates (and other students working on research projects) (min 5 hours)**

1) All individuals associated with a research project will be certified by the MSU Human Research Protection Program (HRPP) [http://www.humanresearch.msu.edu/](http://www.humanresearch.msu.edu/)

   This training includes the online MSU tutorial for HRPP [http://35.8.104.116:591/ucrihs/ucrihs_tutorial/](http://35.8.104.116:591/ucrihs/ucrihs_tutorial/) and the required CITI (Collaborative Institutional Training Initiative) to which MSU has access [https://www.citiprogram.org/](https://www.citiprogram.org/)

   TOTAL for this segment: 2 hours

2) Each project PI will arrange for all individuals on the research project to have face-to-face discussions with a faculty PI or Co-PI about Conflict of Interest. The students, research specialists, and post-doctoral research associates will be assigned readings about conflict of interest from the GS “research integrity” website. The PI or Co-PI will discuss required agency and MSU **Conflict of Interest** forms with each individual to initiate a discussion of personal circumstances related to the funded project and to educate and provide an opportunity for questions related to COI in general. This initial discussion will typically take place at the time an individual is hired to work on a project.

   TOTAL for this segment: 30 mins

3) Students, research specialists, and post-doctoral research associates will be introduced to research misconduct issues through participation in one or more of the options offered through the Graduate School, including attendance at a GS seminar led by the Research Integrity Officer, viewing a recording of one of these seminars, and completing readings from the GS “research integrity” website. Each person will also participate in an individual or group meeting with the project PI or Co-PI to discuss authorship issues and data issues related to the project.

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2 In the case where a graduate student is not working on a specific research project, the Graduate Advisor will be responsible for having discussions on the required RCR topics, determining any additional topics, and monitoring requirement completion.

3 In the case where an individual has both an Academic Advisor and a PI, the PI will determine the training modules and monitor completion but the final record of RCR training will remain with the Academic Advisor.
TOTAL for this segment: 1 hour

4) Additional Discussion of Issues Related to Responsible Conduct of Education Research

Students, specialists, and post-doctoral research associates will be required to attend at least one workshop sponsored by the IRTL or one of the College of Education departments on a topic related to responsible conduct of education research.

The IRTL will sponsor at least one workshop per year on IRB issues.

Each year at least one workshop will be sponsored by one of the departments, on a rotating basis.

Individuals who cannot attend these workshops will read or view materials available online and meet with their Graduate Advisor or project PI or Co-PI to discuss the materials.

TOTAL for this segment: 90 minutes

5) Additional discussions of Responsible Conduct of Research in Coursework

In addition to the discussions above, graduate students discuss a range of RCR issues in their required coursework, including discussions in CEP930 (required for all doctoral students in the College of Education) and in other courses.

RCR issues are also discussed at meetings of individual projects, where team members attend.

TOTAL for this segment: typically over 3 hours per year for doctoral students and post-docs

Refresher training (min of 3 hours annually)

1) Complete the required recertification for human research protection ~ 1-2 hours

2) Additional Discussion of Issues Related to Responsible Conduct of Education Research

3) Participate in one of the workshops described under initial certification