MSU Anthropology Department RCR Requirements

MSU Responsible Conduct of Research
In accordance with federal regulations, MSU requires that all graduate students engaged in research involving human subjects or animal use must complete the Michigan State University training modules for those subjects before submitting IRB or IACUC approvals. These modules may be completed as part of the training requirements below, or in addition to them. The Department of Anthropology offers several options for students to fulfill these requirements. The Graduate School RCR Workshop series may be used to help fulfill both the annual refresher and discussion-based training requirements.

Please note that in addition to these requirements, certain funding agencies may require researchers to obtain additional specific training for their grant.

The specific topics covered by this training will vary, but will generally include:
• Responsible Data Acquisition, Management and Sharing
• Conflict of Interest
• Protection of Human Subjects
• Research Misconduct
• Mentor/Trainee Responsibilities
• Publication Practices, Responsible Authorship, and Peer Review

All ANP graduate students must complete a minimum of **five (5) hours of initial RCR training by the end of their first year.** All continuing students must complete a minimum of **three (3) hours RCR training each following year.** If a student is in the field conducting dissertation research, they are waived from the yearly requirement during the period they are conducting field research; when they return, they will have to complete the continuing student training requirement.

All graduate professional, master's and doctoral students training options
1) **Year 1**
   All new graduate and graduate professional students will complete 4 CITI online modules within the first year of enrollment in their program: Completion of this requirement will be tracked in SABA
   (*http://hrpp.msu.edu/saba-help-information*)
   • Introduction to the Responsible Conduct of Research
   • Authorship
   • Plagiarism
   • Research Misconduct

2) **Discussion-Based Training**
   All graduate and graduate professional students must complete a minimum of 6 hours of discussion-based training prior to receiving their degrees. These hours can be completed at any point in the graduate program, including during the first 2 years (e.g., as part of a course), or as part of the ongoing training requirement (for doctoral students). Department of Anthropology training options are listed below. *For master's Plan A and PhD students completion of this requirement will be recorded by the department in GradInfo as "Initial" training.*

Master's plan A and doctoral students
In addition to 1 and 2 above, master's plan A and doctoral students will complete:

3) **Year 2**
   Within the first 2 years of enrollment in their program, master's plan A and doctoral students will complete 3 additional MSU online training modules, to be selected from the following list. Department of Anthropology training options are listed below.

Completion of this requirement will be tracked in SABA.
- CITI Collaborative Research
- CITI Conflicts of Interest
- CITI Data Management
- CITI Financial Responsibility
- CITI Mentoring
- CITI Peer Review
- IACUC Tutorial for Animal Care Training (in http://Train.ORA.msu.edu)
- Human Research Protection/ IRB Certification (in http://Train.ORA.msu.edu)
- Rigor and Reproducibility Course

In addition to 1, 2 and 3 above, doctoral students will complete:

4) **Annual Refresher Training**
   Starting in year 3, all doctoral students must complete 3 hours of annual refresher training; this can include discussion-based training and online courses beyond the 7 required in basic training. Department of Anthropology training options are listed below. *Completion of this requirement will be recorded by the department in GradInfo as "Annual" training.*

Department Training Options:
The following represent the specific training options that the Department offers:
- ANP Graduate Workshop (2 Hours)**.** In spring semester, the Department of Anthropology holds a Graduate Workshop that includes significant RCR content. This workshop is required of all first year students, but others may choose to attend.
- Initial IRB Training (2 Hours)**.** MSU's Human Research Protection Program (HRPP) requires completion of an online tutorial for individuals receiving IRB approval to conduct research at MSU.
- CITI (Collaborate Institutional Training Initiative) Modules (2 Hours)**.** MSU is licensed to access CITI modules. A link can be found on the HRPP website http://hrpp.msu.edu/training-education. There are several modules to choose from, beyond those required above. These modules are also required by the HRPP for renewal of their educational requirements.
- Select ANP Graduate Courses with RCR Content (4 Hours): The following ANP graduate courses have significant RCR content: ANP 829 Research Methods in Cultural Anthropology; ANP 870 Professional Issues in Anthropology; or ANP 850 Principles of Archaeological Analysis.
- Selected ANP Brownbag Presentations with RCR Content (up to 3 Hours)**.** The ANP Colloquium Series will include at least one presentation each semester that will count toward the RCR requirement. Students may receive one (1) hour RCR credit for each RCR-designated colloquium, for a total of three (3) hours annually of the ANP RCR requirements.
- MSU Graduate Schools' RCR Workshop Certificate (4 Hours): Certificates are awarded to students who complete the requirements of the workshop series (http://grad.msu.edu/rcr/).
- RCR Discussion with student's Graduate Advisor (1 Hour). Students are encouraged to **meet at least one hour face-to-face with their graduate advisor each year** to discuss Responsible Conduct of Research as part of their annual RCR training requirement.

The student is responsible for making sure that the Department Graduate Secretary has a copy of certificates of completion.