

Responsible Conduct of Research, Scholarship, and Creative Activities

Department of English Plan

Dear Graduate Faculty and Students,

Recently, June Pierce Youatt, the Provost and Executive Vice President for Academic Affairs, and Stephen Hsu, the Vice President for Research and Graduate Studies, at Michigan State issued a memo to the university community regarding **Responsible Conduct of Research, Scholarship, and Creative Activities (RCR)**. In response, the department has come up with a new policy for graduate student training in RCR.

From Provost Youatt and Vice President Hsu's memo:

MSU Responsible Conduct of Research Plans

Training in the Responsible Conduct of Research is essential in the preparation of future scholars and professionals. An understanding of the issues concerning the conduct of research in an increasingly complex world has become critical in successfully navigating the research landscape. To help prepare Michigan State University graduate students for their future scholarly work, a plan for providing the foundation of responsible conduct has been developed in coordination with the Graduate School, the Vice President for Research and Graduate Studies Office, and college associate deans for graduate education. The 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. It is the belief that this plan will provide a foundation for all graduate students as well as others pursuing a career in research and will offer the basic information to meet most, if not all, federal agency granting requirements.

The plan below represents the basic university plan. Each department/program or college will develop a plan that at a minimum incorporates these university-level requirements.

The Graduate School RCR Workshop series may be used to help fulfill both the annual refresher and discussion-based training requirements.

*Students who are supported by NSF, NIH, or USDA grants may be required to complete additional specific training; they must meet the timeline and content requirements of training for that grant.

*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, depending on the department/program or college plan.

What this means for English M.A. and Ph.D. students:

All Master's and Ph.D. students will complete:

1) Year 1

All new graduate students will complete 4 [Collaborate Institutional Training Initiative](https://www.citiprogram.org) (CITI) modules online within the first year of enrollment in their program.*:

- ☐ Introduction to the Responsible Conduct of Research [or “Research Misconduct”?]
- ☐ Authorship
- ☐ Plagiarism
- ☐ Research Misconduct

Completion of this requirement will be tracked in SABA.

*You can access CITI by going to <https://www.citiprogram.org>. Choose the “Log in through my institution” option on the right-hand side. Select MSU from the list of schools. Then select “Humanities Responsible Conduct of Research.”

2) Discussion-Based Training

All graduate 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).

For Master's Plan A and Ph.D. students, the Student Secretary will record completion of this requirement in GradInfo as “Initial” training. The Student Secretary will consult the student's Annual Progress Report, which will now include a section on RCR training. The student's advisor will discuss RCR as part of this meeting and will check off that the student has completed their RCR requirement for that year. The advisor and student will discuss and write on the form what the student will need to do for the following year. The Associate Chair of Graduate Studies serves as the advisor for all Master's students (even after they have chosen a thesis advisor) and for Ph.D. students (until they choose their doctoral guidance committee chair).

Master's Plan A and Ph.D. students:

In addition to 1 and 2 above, Master's Plan A and Ph.D. students will complete:

3) Year 2

Within the first 2 years of enrollment in their program, Master's Plan A and Ph.D. students will complete 3 additional MSU online training modules. Completion of this requirement will be tracked in SABA.

- ☐ CITI Collaborative Research
- ☐ CITI Conflicts of Interest

☐ CITI Mentoring

In addition to 1, 2 and 3 above, Ph.D. 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. The Student Secretary will record completion of this requirement in GradInfo as “Annual” training. The Student Secretary will consult the student’s Annual Progress Report, which will now include a section on RCR training. The student’s advisor will discuss RCR as part of this meeting and will check off that the student has completed their RCR requirement for that year. The advisor and student will discuss and write on the form what the student will need to do for the following year. The Associate Chair of Graduate Studies serves as the advisor for all Master’s students (even after they have chosen a thesis advisor) and for Ph.D. students (until they choose their doctoral guidance committee chair).

What this could look like for English graduate students:

Possible plan for All Master’s Students:

Year 1, Fall: Complete 4 required CITI modules online (see above).
Year 1, Spr: Take ENG 802 (complete 3 hours of discussion over the course of the semester).

Year 2, Fall: Attend CAL or English RCR Workshop (3 hours)

Possible plan for Plan A Master’s Students:

Year 1, Fall: Complete 4 required CITI modules online (see above).
Year 1, Spr: Take ENG 802 (complete 3 hours of discussion over the course of the semester).

Year 2, Fall: Complete 3 additional CITI modules online (see above).
Attend CAL or English RCR Workshop (3 hours)

Possible Plan for Ph.D. Students:

Year 1, Fall: Complete 4 required CITI modules online (see above).
Year 1, Spr: Take ENG 802 (complete 3 hours of discussion over the course of the semester).

Year 2, Fall: Complete 3 additional CITI modules online (see above).
Attend CAL or English RCR Workshop (3 hours)

Year 3+: Attend CAL or English RCR Workshop every fall (3 hours)

Three changes that the department will implement to make this possible:

1. Every fall, the department (or CAL) will hold a 3-hour workshop on RCR.
2. Because it is a required course for all Master's and Ph.D. students, ENG 802 will incorporate at least 3 hours of discussion related to RCR over the course of the semester.
3. The Annual Progress Report will be amended to include a section on RCR. We will have a firm deadline for when they must be turned in by, so that the Student Secretary can record **Discussion-Based Training** in GradInfo as "Initial" training and **Annual Refresher Training** in GradInfo as "Annual" training.