

SCHOOL OF HUMAN RESOURCES AND LABOR RELATIONS

Graduate Education Training for Responsible Conduct of Research and Scholarship

Introduction

The MSU School of Human Resources and Labor Relations offers two graduate degrees: A Professional Master's degree and a Doctoral degree in Human Resources and Labor Relations. The school policy on responsible conduct of research (RCR) recognizes the importance of understanding appropriate research conduct for all its graduate students, as such we adopt the university plan requirements as outlined below.

Reporting

Each graduate student is responsible for keeping his or her participation in RCR training events up to date via their GradPlan. The documentation for each component is described below. The documentation material will be reviewed annually to ensure students are in compliance.

Doctoral students should provide documentation to their advisor or the chair of their guidance committee. Master's students conducting research on a funded project should provide additional RCR documentation relating to that project to the advisor who is the/a principal investigator on the project. Professional Master's students should provide documentation to the HRLR Graduate Program Administrator.

All Graduate Professional Master's and Doctoral Students

1) Year 1

All new Doctoral and graduate professional students will complete 4 CITI online modules within the first year of enrollment in their program. Go to <https://ora.msu.edu/train> to log into CITI.

- Introduction to the Responsible Conduct of Research
- Authorship
- Plagiarism
- Research Misconduct

Completion of this requirement will be tracked in SABA. Students should record their completed modules in GradPlan.

2) Discussion-Based Training

All Doctoral and graduate professional students will complete 6 hours of discussion-based training prior to receiving their degrees. These hours can be completed through the following means:

- Every Doctoral and graduate professional student will be required to take 3 hours of overview training in responsible conduct of research. This overview training will be offered during student orientation sessions at the beginning of the semester. The content of this

training will cover subjects such as plagiarism, research misconduct, and the use of human subjects in research.

- Completion of RCR-related workshops. A list of these workshops can be found at <https://grad.msu.edu/rcr>.
 - Documentation: Verification of RCR workshop attendance from the Graduate School and provide copy to the HRLR graduate program administrator.
- Other acceptable events may include, but are not limited to, a seminar session devoted to an RCR subject, extended discussions on an RCR subject covered in a methodology class and/or with their academic advisor.
 - Documentation of such events may include: a document that contains a brief summary of the content, signed by the student and instructor of the event or an email from the course instructor to the student that contains a summary of the relevant content.

FOR DEPARTMENT USE: *For doctoral and professional master's students, completion of this requirement will be recorded by the department in GradInfo as "Initial" training.*

Doctoral Students

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

3) Year 2

Within the first 2 years of enrollment in their program, doctoral students will complete 3 additional MSU online training modules, to be selected from the following list. Go to <https://ora.msu.edu/train> to log into CITI.

- CITI Collaborative Research
- CITI Conflicts of Interest
- CITI Data Management
- CITI Financial Responsibility
- CITI Mentoring
- CITI Peer Review
- Human Research Protection/ IRB Certification (in <http://Train.ORA.msu.edu>)
- Rigor and Reproducibility Course (in production)

Completion of this requirement will be tracked in SABA. Students should record their completed modules in GradPlan.

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 may include:

- Discussion-based training such as the overview training offered during student orientation sessions at the beginning of the semester.
- RCR-related workshops offered through the Graduate School (<https://grad.msu.edu/rcr>).
- Online CITI courses beyond the 7 required in basic training (<https://ora.msu.edu/train>).

Students should record their completed modules in GradPlan.

FOR DEPARTMENT USE: Completion of this requirement will be recorded by the department in GradInfo as “Annual” training.