

**School of Planning, Design & Construction  
College of Agriculture and Natural Resources**

**MSU Responsible Conduct of Research Plan  
Template provided by the MSU Graduate School**

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 minimum university-level and School 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.

**All graduate professional, master's and doctoral students**

**1) Year 1**

All new graduate 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 and included in the annual student progress review submitted to the School.

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

**2) Discussion-Based Training**

All graduate students must complete a minimum of 6 hours of discussion-based training prior to receiving their degrees. This is through completion of the required course:

IDES 892 for Environmental Design Masters

CMP 892 for Construction Management Masters

URP 814 for Urban and Regional Planning Masters

PDC 901 and PDC 992 for Planning, Design & Construction PhD

### **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 as determined by the instructor for the required research methods course: IDES 892/CMP 892/URP 814/PDC 992. Completion of this requirement will be tracked in SABA and included in the annual student progress review submitted to the School.

- 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 production)

**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, CITI refresher training and online courses beyond the 7 required in basic training. Selection is in consultation with the Major Advisor. Completion of this requirement will be tracked in SABA and included in the annual student progress review submitted to the School.

\* Doctoral students who have completed an MSU Master's degree which included the basic RCR training requirements: The required PDC 901 and PDC 992 RCR activities will meet the annual refresher training in the first two years of academic study.

#### **Links & Resources**

SABA: <https://train.ora.msu.edu/Saba/Web/Main>

Office of Regulatory Affairs links to SABA and CITI: <http://ora.msu.edu/train>

RCR information through Office of Regulatory Affairs: <http://ora.msu.edu/responsible-conduct-research>

RCR information through Grad School: <https://grad.msu.edu/researchintegrity>

CITI Training: <http://ora.msu.edu/citiprogramorg>