

Department of Human Development and Family Studies
Responsible Conduct of Research Plan for Graduate Students

October, 2016 (revised October 2017)

In order to satisfy federal regulations MSU requires that all graduate students complete training in the Responsible Conduct of Research (RCR). The following describes the HDFS plan for insuring RCR training for all doctoral and master's students. Note that in addition to the departmental requirements, certain funding agencies may require researchers to obtain additional RCR training. This is the responsibility of the PI. Important topics for all RCR training include:

- Responsible data acquisition, management and sharing
- Conflict of interest
- Protection of human subjects
- Research misconduct
- Mentor/trainee responsibilities
- Publication practices, authorship, peer review

All Doctoral, Master's Plan A, and Master's Plan B Students

Online training. All new doctoral and master's students (Plan A and B) will complete 4 CITI online modules within their *first year of enrollment* in their program. Courses include:

1. Introduction to the Responsible Conduct of Research
2. Authorship
3. Plagiarism
4. Research Misconduct

Discussion-based training. All doctoral and master's students (Plan A and B) must complete a minimum of 6 hours of discussion-based training *prior to receiving their degrees*. Students should gain RCR training from multiple sources during their graduate programs. The following may be used to complete this requirement:

- HDFS Research Seminar Series
- HDFS 901, HDFS 865, or HDFS 880 RCR discussion (2 hour credit per class)
- Discussion with advisor/PI in research meeting settings (use readings from RCR website: <http://grad.msu.edu/researchintegrity/resources/>).
- Other MSU, Graduate School, CSS, and HDFS seminars specifically designated for RCR
- HRPP Initial Training (2-3 hr. tutorial)
- Other relevant CITI Modules (Collaborative Institutional Training Initiative)
- MSU Graduate School's RCR Workshop Certificate. Enrollment is limited. (<http://grad.msu.edu/rcr/>).
- HDFS RCR Online Modules

Additional Requirements for Doctoral and Master's Plan A Students

Online training. Within the *first 2 years of enrollment* in their program, doctoral and master's plan A students will complete 3 additional MSU online training modules. CITI modules can be found at <https://ora.msu.edu/CITI-RCR-registration>.

Annual refresher training. Starting in year 3, all doctoral students must complete *3 hours of annual refresher training*; this can include any of the above discussion-based training and online courses beyond the 7 required previously.

RCR Documentation

Master's Students. Completion of the required online training courses (7 for Plan A; 4 for Plan B) will be tracked in SABA. Additional online and discussion-based training will be documented on the Master's annual review form with the student being responsible for record-keeping and the advisor responsible for monitoring/approving; the department will record completion in GradInfo.

Doctoral students. Completion of the 7 required online training courses will be tracked in SABA. Students will document additional online and discussion-based RCR activities/hours on the Portfolio documentation form. It is the student's responsibility to track and document RCR activity; advisors will monitor/approve and the department will record in GradInfo.