

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

**September, 2013**

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 students and Plan A (thesis) 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

**First year of graduate program:** Students must complete five hours of RCR training. Two hours must be in person, three hours may be on-line. Graduate students beginning their programs prior to 2013 should begin this protocol as soon as possible with a minimum of three hours per year. Students should gain RCR training from multiple sources during their graduate programs. The following may be used to complete this requirement:

- HDFS Research Seminar on RCR (1 hr)
- HDFS Proseminar RCR discussion (integrated throughout, 1 hour credit) (PhD only)
- Up to one hour 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);
- CITI Modules (Collaborative Institutional Training Initiative) link on HRPP website (<http://www.humanresearch.msu.edu/onlinetraining.html>).
- **OR** students may use the MSU Graduate School's RCR Workshop Certificate : A certificate is awarded to students who complete the requirements of the workshop series. Enrollment is limited. (<http://grad.msu.edu/rcr/>).

**Refresher training (3 hours annually; may be on line)**

- Three hours of any of the above activities may be used for RCR.
- Refresher training is repeated annually; those in 6<sup>th</sup> year will complete a 5 hour training

## **RCR Documentation**

- Master's students (plan A): RCR training will be documented on Master's annual review form with student responsible for record-keeping. Advisor will monitor/approve. Hours achieved during 2012-13 may be counted toward first year requirement.
- PhD students: Students will document RCR activities/hours on the Portfolio documentation form. It is the student's responsibility to track and document RCR activity. Advisors will monitor/approve. Hours achieved during 2012-13 may be counted toward first year requirement. An electronic tracking system is being developed by CSS in collaboration with the College of Engineering. An announcement will be made when this system may be used.

**Drafted by B. Ames 9.13.13 based on Graduate Education Committee discussion on 5.13.13. Approved by Graduate Education Committee on 9.19.13 and HDFFS Department faculty on 9.27.13.**