

DEPARTMENT OF SOCIOLOGY

Responsible Conduct of Research and Scholarship (RCRS) Training: Implementation Plan (2017 start)

Background

All MSU graduate students are required to complete training in research ethics to be able to conduct high quality responsible research and respond to situations involving actual or perceived irresponsible research/scholarly practices. This training is referred to as the **Responsible Conduct of Research (RCR)**. RCR training is individualized to each graduate program and must be documented. Sociology graduate students, including those who work on an hourly basis, are required to comply with RCR requirements. Below are the Sociology requirements which are in line with the MSU guidelines. It is also important to note that, in addition to departmental requirements, certain grants (e.g., NSF, NIH, USDA) may require researchers to obtain further training related to the conduct of responsible research and as such, must meet those expanded guidelines/timelines. If your funding is derived from such a source, your grant supervisor will alert you to any additional requirements.

Anyone who conducts a study that requires Institutional Review Board (IRB) approval must meet the training requirements for human subjects' research protection offered by MSU's Human Research Protection Program (HRPP). More information about this training can be found at: <https://hrpp.msu.edu/training-education> and <http://hrpp.msu.edu/required-training>. To find the IRB initial training, log in via <https://train.ora.msu.edu/Saba/Web/Main>. This training is valid for two years, after which, it must be renewed by completing on-line refresher modules. Note that, even though this HRPP/IRB update training is required only every **two years**, the Graduate School's RCR program requires **annual** updating.

EXAMPLE: YEAR I AT-A-GLANCE *(more details can be found on page 2)*

In addition to IRB training and renewals, students are required to meet Graduate School RCR requirements, IRB training will be supplemented in Year 1 for SOC students with the following:

Initial Year I Training

- completion of four (4) CITI modules (*Year 1*), and
- three (3) hours of discussion with guidance committee members on the topic of research ethics (on a RCR-related topic)
OR
- three (3) hours of Graduate School RCR workshops. More information about Graduate School RCR workshops can be found at: <https://grad.msu.edu/rcr>.

Requirements and Record-keeping/Tracking

SOC graduate students must complete **Initial Year 1 RCR Training (listed above)** by May 15 of their first spring semester. After the initial Year I RCR training, all SOC graduate students must complete **refresher training** each year during their degree program work (*specific requirements on page 2*). To show compliance, students must provide their advisors with written documentation (if feasible) for each of the training elements, as appropriate to the training choices. A compliance form (which can be found on SOC Dept website) should be signed by both student and advisor to indicate that all requirements for the year have been met. It should then be submitted to the Graduate Secretary NO LATER THAN May 15 of each year. This documentation will become part of the student's academic record (*See specific requirements on page 2*).

Note: Completing annual RCR training and submitting documentation is part of maintaining "**academic good standing**" for eligibility for fellowships, awards, travel funding, GOF and other funding, etc.

Track training via SABA (must log in): <https://train.ora.msu.edu/Saba/Web/Main>

SABA help info: <https://hrpp.msu.edu/saba-help-information>

CITI training log-in can be found via: <https://ora.msu.edu/citiprogramorg>

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

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

RCR information through the Graduate School can be found via: <https://grad.msu.edu/researchintegrity>

MSU guidelines, training, and personal training tracking can be found via: <https://hrpp.msu.edu>

Initial/Year 1 RCR Training

All SOC graduate students must complete #1, 2. You must also complete one among #3,4,5 by your first spring semester.

1. **Initial IRB Training (via MSU's HRPP website):** offered by MSU's Human Research Protection Program (HRPP). HRPP/IRB training can be found via Saba training system (*Firefox or Chrome browsers recommended*) (<https://train.ora.msu.edu/Saba/Web/Main>) by logging in and completing the "Overview of Human Research Protections" online module. This training is valid for two years, after which the training must be renewed by completing online refresher modules (see CITI options on the HRPP website; Saba log-in and help links are found on the left navigation bar; see: <https://hrpp.msu.edu/required-training>) If incoming students have current IRB training, that suffices for Year 1's #1 requirement. (~1 of 5 hours)
AND
2. **Four (4) Required CITI Modules** offered by MSU's Human Research Protection Program (HRPP). (Find all listed within set of CITI Basic RCR courses: <https://about.citiprogram.org/en/course/responsible-conduct-of-research-basic/>) (~1 of 5 hours):
 - Introduction to the Responsible Conduct of Research
 - Authorship
 - Plagiarism
 - Research Misconduct**AND**
3. **Three hours of face-to-face discussion based training** about RCR issues with a member of the student's guidance committee (or other SOC faculty acceptable); or
4. **Three (3) hours of discussion-based training via Graduate School-offered RCR workshops.** Register EARLY to assure you can take the courses (enrollment limited and they fill fast). See <https://grad.msu.edu/rcr>, or
5. **In class discussion** about RCR issues during SOC 885 or SOC 985.



Year 2 RCR Training

All SOC graduate students must complete CITI Modules (# 1) and either #2 OR #3.

1. **Three (3) additional CITI Modules** selected from the following (found in CITI RCR Basic courses, see URL in Year 1, #2 above)
 - CITI Collaborative Research
 - CITI Conflicts of Interest
 - CITI Data Management
 - CITI Financial Management
 - CITI Mentoring
 - CITI Peer Review**AND**
2. **Three (3) hours of discussion-based training via Graduate School-offered RCR workshops.** Register EARLY to assure you can take the courses (enrollment limited and they fill fast). See <https://grad.msu.edu/rcr>; or
3. **In class discussion** about RCR issues during SOC 885 or SOC 985.

MSU has licensed access to CITI modules. Find link on HRPP website, under "Other Training": <https://hrpp.msu.edu/required-training> (scroll to page bottom) & directly: <https://about.citiprogram.org/en/homepage/> (see "Courses")



Year 3 & Beyond RCR Training (each subsequent academic year after first two years' requirements met)

All active SOC graduate students must complete three additional hours of training (in some combination of discussion-based RCR refresher training via workshops or other discussion-based training, IRB refresher, additional CITI modules) during each subsequent calendar year of their degree program work. Select any combination from the following, to add up to three hours:

1. **Graduate School-offered RCR workshops** (workshops @ 1.5 hrs). Register EARLY. See <https://grad.msu.edu/rcr>.
2. **Additional CITI Modules** (beyond those already taken; if you've taken all the "basic" modules, you can begin taking modules in the CITI Refresher Courses: <https://about.citiprogram.org/en/course/responsible-conduct-of-research-refresher/>). (2 modules = 1 hour).
3. **IRB Refresher** (in alternating years, when due - 1 hour)
4. One-hour blocks of **readings and/or PPT reviews plus discussion** with Advisor or PI (based on selected readings and other resources from RCR website: <https://grad.msu.edu/researchintegrity> See "RESOURCES" tab on left of page).

Complete each year's RCR training & Submit Form no later than May 15 of that academic year

(c:/RCR Guidelines 2017)