**Responsible Conduct of Research (RCR) Training Requirements
for Graduate Students in the Department of Sociology**

To continue to produce cutting-edge research and researchers in accordance with national standards and regulations, MSU requires that all graduate students and postdocs complete training in the Responsible Conduct of Research (RCR). This training covers general guidelines and requirements specific to individual graduate programs. Completion of this training must be documented in GradPlan (https://student.msu.edu/) and Ability LMS (https://abilitylms.msu.edu). This document describes the RCR requirements for all graduate students and postdocs in the Department of Sociology in the College of Social Science.[1]

**Year 1**: By the end of the fall semester of their first year in the program, all PhD students must complete four Collaborative Institutional Training Initiative (CITI) Program modules:
- Introduction to the Responsible Conduct of Research;
- Authorship;
- Plagiarism; and
- Research Misconduct.

By May 15th of their first year in the program, all PhD students also must complete three hours of the required six hours of discussion-based training. These may include:
- Graduate School workshops;
- Department of Sociology workshops;
- SOC 885 course meeting that deals with RCR issues; and
- SOC 985 and/or SOC 986 course meeting that deals with RCR issues.

Each workshop and course meeting is equivalent to 45 minutes of training. Doctoral students must document these three hours in GradPlan.

**Year 2**: By May 15th of their second year in the program, all PhD students must complete:
- three of the following CITI Program modules: Collaborative Research; Conflicts of Interest; Data Management; Mentoring; Peer Review; and Financial Responsibility; and
- the remaining three hours of the required six hours of discussion-based training.

Ability LMS automatically tracks and documents the three additional completed modules; doctoral students must document the three remaining hours of discussion-based training in GradPlan. Students may complete the latter via a combination of the four options above. Each workshop and course meeting is equivalent to 45 minutes of RCR training.

**Year 3 and beyond**: By May 15th of each additional year in the program, all PhD students must complete three hours of refresher training. These may include, but are not limited to:
- additional CITI Program modules and refreshers (45 minutes each);
- additional Graduate School or Department of Sociology workshops (45 minutes each);
- additional SOC 885, SOC 985, and/or SOC 986 course meetings that deal with RCR issues (45 minutes each); and
- structured RCR discussions with PhD advisor (documenting the time, date, and RCR topics).

---

[1] Certain funding agencies (e.g., the National Science Foundation, National Institutes of Health, and United States Department of Agriculture) may require researchers to obtain additional RCR training—beyond that mentioned in this document—related to the timeline and content of a specific grant project. Additionally, all researchers conducting studies that require Institutional Review Board (IRB) approval must meet the training requirements for human subjects' research protection offered by MSU's Human Research Protection Program (HRPP).