**Responsible Conduct of Research (RCR) Training Completion Form**

**Department of English**

**Revised December 2017**

Please use this form to record your completion of RCR requirements for graduation. Bring the form to your Annual Progress Report meeting to discuss with your advisor and fill out. Submit the form with your Annual Progress Report, recording all of your RCR training to date. The Graduate Secretary will keep on file the most current copy and discard previous ones. The Graduate Secretary will mark your completion of “Initial” and “Annual” requirements in GradInfo.

**N.B.**: students enrolled prior to 2016 are to complete the *four* Year-1 CITI modules and *three* hours of discussion-based RCR prior to receiving their degree.

**Name of Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Degree: MA Plan A\_\_\_\_\_\_ Ph.D.\_\_\_\_\_\_\_**

**Year 1: Academic Year (*for example*, 2016 – 17): \_\_\_\_\_\_\_\_\_\_**

**1. Online Modules:** All new graduate students will complete the following *four* Collaborate Institutional Training Initiative (CITI) modules online within the first year of enrollment in their program. You can access CITI by going to <https://about.citiprogram.org/en/homepage/> (if link is broken, then search by full name above). Click “Log In,” then click “Log in through my institution.” Select Michigan State U from the list of schools. Then select “MSU Graduate School RCR Program.” Completion of this requirement will be tracked in SABA. Please print out proof of having completed the modules and give to Graduate Secretary:

 **  Introduction to the Responsible Conduct of Research   Plagiarism**

* **  Authorship     Research Misconduct**

Student completed and passed modules (include date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Discussion-based Training:** With advisor in meetings, as part of a course or Pro Workshop, or by attending an RCR Workshop offered by the Graduate School, CAL, or the English Department. M.A. students pursuing Plan A (Master’s Thesis) are required to have *six* hours of this training over the course of Years 1 and 2. Ph. D. students are required to have at least *three* hours of this training over the course of Years 1 and 2. The Graduate Secretary will record completion of this requirement in GradInfo as “Initial” training.

Number of hours completed by student this year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please explain how these hours were spent in the space below (for example, Graduate School Workshop, Pro Workshop, discussion with advisor, etc.) and provide dates:

**Year 2: Academic Year (*for example*, 2017 – 18): \_\_\_\_\_\_\_\_\_\_**

**1. Online Modules:** Within the first two years of enrollment in their program, complete *three* additional CITI online training modules (same instructions as above). Completion of this requirement will be tracked in SABA. Please print out proof of having completed the modules and give to Graduate Secretary

 **  Collaborative Research     Mentoring**

* **  Conflicts of Interest**
*

Student completed and passed modules (include date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Discussion-based Training:** With advisor in meetings, as part of a course or Pro Workshop, or by attending an RCR Workshop offered by the Graduate School, CAL, or the English Department. For Master’s Plan A and Ph.D. students, the Graduate Secretary will record completion of this requirement in GradInfo as “Initial” training.

Number of hours completed by student in Year 2 (taking into account what was completed in Year 1, must total at least *six* for Master’s Plan A students and *three* for Ph.D. students): \_\_\_\_\_\_

\*Please explain how these hours were spent in the space below (for example, Graduate School Workshop, Pro Workshop, discussion with advisor, etc.) and provide dates:

**For Ph.D. Students Only**

**Years 3+**

**Annual Refresher Training:** Starting in Year 3, all Ph.D. students must complete *three* more hours of annual refresher training before graduation (for a total of *six*); this can include discussion-based training and online courses beyond the seven required in basic training. The Graduate Secretary will record completion of this requirement in GradInfo as “Annual” training.

Below, describe how you completed this training and the date you completed it.