The RTTS System is linked from: https://www.egr.msu.edu/rcr
Welcome

The Research Training Tracking System (RTTS) was developed by The Graduate School, the College of Engineering and the Division of Engineering Computing Services (DECS) at Michigan State University. This online application can be accessed from anywhere.

Application features include the ability to:

- Enter/edit Responsible Conduct of Research (RCR) completed training data
- Generate reports

To begin, please click on the "Create/Edit Trainee Account" tab on the menu bar.
You will need to create a new account each year. Start by picking your college from the list.

- College of Agriculture and Natural Resources
- College of Arts and Letters
- College of Business
- College of Communication Arts and Sciences
- College of Education
- College of Engineering
- College of Human Medicine
- College of Natural Science
- College of Nursing
- College of Osteopathic Medicine
- College of Social Science
- College of Veterinary Medicine
- Lyman Briggs College
Select the trainee type, department and enter your research adviser’s information. (If you do not have a research adviser, enter your academic adviser or graduate program director’s information.)
Responsible Conduct of Research Training Completed Courses

Please enter data so it can be recorded as RCR Training as required by NSF and other sponsors. Courses taken, discussions and on-line presentations should be included. For the first year, graduate students and post-docs are required to take five hours of RCR training, followed by three hours in subsequent years.

**To edit or review** an existing training record, please click on the **Edit** button of the corresponding record below.

**To add** a training course from your **primary college/department**, please use the **Add Course From Primary College/Department** button below.

**To add** a training course from **other college/department**, please use the **Add Other College/Department Courses** menu item under **Add/Edit Training Course** tab on the menu above.

**To create a PDF** report of currently taken courses, please use the **Run Training Courses Report** tab on the menu above.

**To edit or review** the current year account information, please use the **View/Edit Account Information** tab on the menu above.

<table>
<thead>
<tr>
<th>Training Description</th>
<th>Training Date</th>
<th>Hours Total</th>
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**Add Course From Primary College/Department**
When you’ve entered at least the minimum number of training hours, click on “Run Training Courses Report.”
Sign the report, take it to your major professor/adviser for a signature, and then give the final signed report to the graduate secretary in your department.