RCR Training Requirements for MSU Engineering Graduate Students

• Graduate students must complete RCR (Responsible Conduct of Research) training during **EACH CALENDAR YEAR** at MSU
  – Training must be completed between January 1 and December 31 to count for that calendar year
  – Students are responsible for scheduling, completing and logging their own training hours
  – To “count” toward the requirement, RCR training must be logged online (www.egr.msu.edu/rcr)
How Many Hours are Required?

• First Year Students
  – Minimum of 5 hours of RCR training **during first year**
    • If you have a research adviser or major professor, then at least 1 of these 5 hours of training must be conducted **in person** with your adviser
  – Complete and log by December 31 of your first full calendar year
    • First enrolled in Summer or Fall 2014: complete by December 31, 2015
    • First enrolled in Spring 2015: complete by December 31, 2015

• After the First Year
  – Minimum of 3 hours of RCR training **each year**
    • If you have a research adviser or major professor, then at least 1 of these 3 hours of training must be conducted **in person** with your adviser
  – Complete and log between January 1 and December 31 **each year**
How Can you Complete the Training?

• In-person conversations with research advisor or major professor
  – Can be individual or group meetings
  – Should discuss RCR in context of your research/discipline

• Workshops offered by the MSU Graduate School (http://grad.msu.edu/workshops/)

• Free, online training courses through CITI (https://www.citiprogram.org/)

• Other courses, seminars or programs covering RCR: okay with approval from your adviser!
How Do you Log the Training?

• Online through www.egr.msu.edu/rcr

• Create a new report for each calendar year

• Record your training hours (round the time up to the next whole hour)

• Print out the completed report and give it to your adviser to review and sign

• Take the signed report to your departmental graduate secretary
Are you a current engineering graduate student?

Yes → Do you have a research adviser or major professor?

No → Is this your first year of graduate studies?

Yes → Have you completed a minimum of 3 hours of RCR training this year?

No → Have you completed a minimum of 5 hours of RCR training this year?

Yes → Have you completed at least 1 hour of RCR training in person with your research adviser?

No → Have you logged all of your RCR training hours online at www.egr.msu.edu/rcr?

Yes → Congratulations! You’re done with RCR training until next year.

Remember that you must complete training each calendar year (January 1 through December 31). Failure to complete and log your training each year will result in a hold being placed on your account.

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