Log into the RTTS system using your MSUNetID (the characters before @msu.edu in your University email account) and MSU password. Note for College of Engineering users: you need to use your MSU login information, not your engineering account!
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 Custodians of Research (RCR) completed training data
- Generate reports

To begin, please click on the "Create/Edit Trainee Account" tab on the menu bar.
Research Training Tracking System

Research Training Tracking System: Trainee Accounts

Please note, previous academic year has ended.
You must create new account for 2013-2014 academic year.
Previous years accounts will be only available for viewing not editing data.

To create a trainee account, click on your primary college link (please note, you can have only one account per academic year). To view an existing trainee account summary, add new research training courses, or run a report on training courses, use the "Edit Account Information" button for the corresponding account.

Please note that you do not need to create an account if you are faculty adviser looking for a student's information. All trainees who included you as a Major Professor will be shown on this page.

Create Trainee Account for:

- 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

You will need to create a new account each year. Start by picking your college from the list.
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.)
Follow the instructions for adding courses/training you have completed.

There is an “other” option if you need to add a training experience that isn’t in the course list. Just be sure to get your adviser’s approval for these “other” training experiences.
When you've finished recording your training for the year, click on "Run Training Courses Report"
**Responsible Conduct of Research Data Courses Report**

**College of Engineering**

<table>
<thead>
<tr>
<th>Reporting Academic Year:</th>
<th>2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee Name:</td>
<td>Colbr, Kathleen</td>
</tr>
<tr>
<td>Trainee User Name:</td>
<td>colbrk6</td>
</tr>
<tr>
<td>Trainee Type:</td>
<td>staff</td>
</tr>
<tr>
<td>Department:</td>
<td>CSE</td>
</tr>
<tr>
<td>Major Professor:</td>
<td>Mahoro, Kohei</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BCIR Training Description</th>
<th>Training Date</th>
<th># Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CITI Environmental Ethics</td>
<td>07-11-2014</td>
<td>1.0</td>
</tr>
<tr>
<td>CITI Human Subjects Research in Engineering Fields</td>
<td>07-11-2014</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Training Total Hours: 3.0**

Major Professor Signature: ___________________________  Date: ____________________

Student/Post Doc Signature: ___________________________  Date: ____________________

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_save a PDF copy of this report to include with your annual report. You do NOT need to obtain your advisor’s signature on this copy of the report — your advisor will sign electronically when approving your annual report._