

Responsible Conduct of Research Requirements and Documentation

If you are a student enrolled in the Ph.D. in Criminal Justice, the On-campus Masters in Criminal Justice, or a Post-doctoral Researcher assigned to the School of Criminal Justice, you must by the end of the first academic year:

1. Complete MSU HRPP/IRB Certification. Go to this link and complete <http://hrpp.msu.edu/required-training> (See detailed steps on how to access below). HRPP/IRB certification is tracked through the SABA system that is supported by the Office of Regulatory Affairs (ORA). Completion of this certification equates to six (6) hours of the required training.
2. Complete the following four (4) CITI online modules: (a) Introduction to the Responsible Conduct of Research (RCR), (b) Authorship, (c) Plagiarism, and (d) Research Misconduct. Go to <http://ora.msu.edu/train>. The CITI online modules are tracked through the SABA system that is supported by the Office of Regulatory Affairs (ORA). Completion of this certification equates to four (4) hours of the required training.
3. Participate in at least six (6) additional hours of discussion based training on responsible conduct of research or scholarly integrity. This can include:
 - (a) mandatory attendance at Graduate Student Orientation sessions on Responsible Conduct of Research (RCR) and The Role of the Institutional Review Board (IRB). Attendance counts as 1 hour of credit toward the required 6 hours of training;
 - (b) attend sessions on RCR topics including scholarly integrity, research integrity, plagiarism, professional standards, peer review, etc. offered in CJ 809 *Issues in Criminal Justice: Professional Development* in Fall and Spring semesters. Attendance to each session counts as 1 hour of credit towards required 6 hours of training;
 - (c) completion of any RCR-related workshop offered by the MSU Graduate School, found at <https://grad.msu.edu/rcr>. Attendance to each workshop counts as 1.5 hour of credit toward the required 6 hours of training;
 - (d) attendance/participation in a class session or seminar that addresses an RCR issue. Attendance to each workshop counts as 1.5 hour of credit toward the required 6 hours of training; or
 - (e) discussion of RCR topic(s) with your academic advisor. Each hour of discussion counts as 1 hour of credit towards the required 6 hours of training.

Now that I have completed these – how do I document that I have?

The HRPP/IRB module will allow you to download certificates of completion. To track your workshop training, please visit <http://ora.msu.edu/train>. From your Home page, click the **My Training** tab. The default list will be for last three months, but you can select a different start date. Please email the certificate of completion to graduate secretary Melissa Christle at burrier@msu.edu.

Training should be reported as follows:

1. Your attendance at the Graduate Student Orientation will be noted by the graduate secretary. You do not need to specifically report this activity.
2. The instructor of CJ 809 *Issues in CJ: Professional Development* will report your attendance at class sessions on RCR related topics to the graduate secretary. You do not need to specifically report this activity.
3. A monthly report of RCR-related Graduate School workshop attendance and completion of CITI modules is sent automatically to Graduate Secretary Melissa Christle. You do not need to specifically report this activity.
4. If a particular class session touches on RCR related topics, students may document this by filling out the verification form at <http://cj.msu.edu/assets/RCRVerification.pdf> and asking the instructor to sign. This verification form should be delivered in person or via email to graduate secretary Melissa Christle at burrier@msu.edu. Alternatively, if this office is notified ahead of time, we will confirm with the instructor and record 1 hour for students in attendance.
5. Discussion of RCR topics with an advisor can be documented by filling out the verification form at <http://cj.msu.edu/assets/RCRVerification.pdf>. This verification form should be delivered in person or via email to graduate secretary Melissa Christle at burrier@msu.edu.

How can I check to see how many hours I have completed?

To track your HRPP/IRB, CITI, and Graduate School workshops, please visit <http://ora.msu.edu/train>. From your Home page, click the **My Training** tab. The default list will be for last three months, but you can select a different start date.

You are welcome to check with graduate secretary Melissa Christle at burrier@msu.edu at any time to make sure all other instances (class session, discussion with advisor) have been recorded.

Access to CITI Modules

1. Log in to CITIprogram.org. The FIRST TIME you will get warning that you are creating a new account. If asked, it is recommended that you approve the merge of any previous accounts.
2. Click Michigan State University (MSU) Courses
3. Click Add a Course or Update Learner Groups

4. Scroll down to question 3 and choose MSU Graduate School RCR Program.
Answer No or Not at this time to other question topics.
5. Click Submit button.
Read the course info, if necessary.
Complete the Integrity Assurance Statement, if necessary.
6. Begin modules by clicking their name.
7. Check My Profile to ensure your Preferred Email address is your netID@msu.edu
8. Returning visitors will log in at <https://ora.msu.edu/CITI-RCR-registration> under the CITI Login button

Access to SABA – Tracking your training

The SABA system that is supported by the Office of Regulatory Affairs (ORA) will keep track of the workshops you attend as well as the CITI lessons you take. To track your workshop training, please visit <http://ora.msu.edu/train>. From your Home page, click the **My Training** tab. The default list is just the last three months, but you can select a different start date.

Discussion-Based Training

1. Attending graduate student orientation where a discussion on RCR and MSU's IRB takes place.
2. First-year doctoral and Masters students must attend CJ 809 Issues in CJ: Professional Development course. This counts as 2.5 hours.
3. Completion of at least 3 RCR-related workshops from the Graduate School. The total counts as 4.5 hours. Graduate School RCR Workshop Series information can be found at <https://grad.msu.edu/rcr>
4. You can obtain additional hours by attending a brown bag, symposium, or colloquia on an RCR subject. RCR material is likely covered in other courses, such as Research Methods or Data Analysis. You can also have a conversation with your major advisor on an RCR topic. In either event, you can fill out an RCR Verification form and ask the instructor or advisor to sign it. This type of RCR-related activity typically counts as 1 hour.