**Program in Mathematics Education (PRIME)**

**Responsible and Ethical Conduct of Research (RECR) Plan**

In 2009 the Office of the Provost and the Office of the Vice President for Research and Graduate Studies required that all departments and programs involved in graduate education develop a Responsible Conduct of Research (RCR) Training Plan. Those plans were intended in part to respond to federal requirements for training set out in the “America Creating Opportunities to Meaningfully Promote Excellence in Technology, Education, and Science (COMPETES) Act.” Although the immediate concern was with federally funded projects, all academic units at MSU were expected to implement similar training, as teaching responsible practices in research, scholarship, and creative activities is fundamental to the integrity of every graduate program. In 2023, the training name was changed to Responsible and Ethical Conduct of Research (RECR).

\*Students who are supported by NSF grants may be required to complete additional specific training; they must meet the timeline and content requirements of training for that grant.

\*Students engaged in research involving human subjects must complete MSU Human Research Protection/IRB Certification submitting IRB approvals.

**Basic RECR Education**

All PRIME graduate students must complete the following basic RECR requirements by the end of the second year in the program.

**BASIC EDUCATION: Year 1**

Within the first year of enrollment, students must complete the following online training components:

* Human Research Protection/ IRB Certification (found at <https://ora.msu.edu/train/>)
* The following 4 CITI online modules (found at <https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/CITIprograms.aspx>

with more information at <https://ora.msu.edu/train/programs/citi.html>):

* Introduction to the Responsible Conduct of Research
* Authorship
* Plagiarism
* Research Misconduct

All graduate students must also complete the following 3 hours of discussion-based training within their first year:

* One workshop in the Graduate School RCR Workshops series (1.5 hours; <https://grad.msu.edu/recr>)
* 1.5 hours in MTHE 926, MTHE 927, or other doctoral courses

*Completion of these 4 CITI modules and Human Research Protection/IRB certification requirements, as well as any Graduate School Workshops will be recorded automatically in Campus Solutions/SIS. The unit responsible for the doctoral course(s) will need to submit the RECR record for that class for recording purposes.* ***You will need to record these Year 1 items on your PRIME RECR Record and Report form and submit that during the annual review process.***

**BASIC EDUCATION: Year 2**

Within the first 2 years of enrollment, students must complete 3 additional CITI online modules (found at <https://michiganstate.sharepoint.com/sites/AbilityTrainingSystemHelpFAQ/SitePages/CITIprograms.aspx>

with more information at <https://ora.msu.edu/train/programs/citi.html>):

Choose 3 CITI modules from the following list:

* Collaborative Research
* Conflicts of Interest
* Data Management
* Financial Responsibility
* Mentoring
* Peer Review

All graduate students must also complete the following 3 hours of discussion-based training within their second year:

* One workshop in the Graduate School RCR Workshops series (1.5 hours; <https://grad.msu.edu/recr>)
* 1.5 hours in MTHE 954 or other doctoral courses

*Completion of these 3 CITI module requirements, as well as any Graduate School Workshops will be recorded automatically in Campus Solutions/SIS. The unit responsible for the doctoral course(s) will need to submit the RECR record for that class for recording purposes.* ***You will need to record these Year 2 items on your PRIME RECR Record and Report form and submit that during the annual review process.***

**Annual Refresher Training**

Starting in Year 3, all doctoral students must complete 3 hours of refresher training each year. This training may include:

* online CITI “refresher” course or courses beyond those required for initial training in Years 1 and 2. *Each CITI module completed counts as .75 hours (45 minutes).*
* Additional workshops in the Graduate School RECR Workshops series (1.5 hours each)
* Discussion-based training in courses and research groups
* Advisor RECR topic and discussion time, to be entered by the student in Campus Solutions/SIS. See list of acceptable topics in your RECR menu in SIS, where you enter your discussion time.

*Completion of any CITI module requirements, as well as any Graduate School Workshops will be recorded automatically in Campus Solutions/SIS. The unit responsible for any doctoral course(s) or large research group discussions will need to submit the RECR record for that class/meeting for recording purposes.* ***You will need to enter any advisor discussion on RECR topics into Campus Solutions/SIS. You also will need to record all annual refresher training on your PRIME RECR Record and Report form and submit that during the annual review process.***

**Documenting RECR Education**

Students will record their online modules and discussion-based training experiences on PRIME’s RECR Record and Report form, located on the PRIME website and in the PRIME Hub. The student will submit this form in the spring of each academic year as part of PRIME’s annual review process. The student and their advisor will sign the report to confirm the RECR experiences. The report submitted each year will include RECR records from previous years so that it serves as a cumulative record of the student’s RECR training.

**More information**

<https://grad.msu.edu/researchintegrity>

Job Aid:

<https://grad.msu.edu/sites/default/files/content/researchintegrity/RCR%20instructions--Students%20.pdf>

Workshop series:

<https://grad.msu.edu/recr>

Extensive information is provided on the PRIME Hub, on the Responsible and Ethical Conduct of Research page. See the RECR link on the homepage of the PRIME Hub.