



Responsible Conduct of Research (RCR) Training Checklist

Responsible Conduct of Research (RCR) training is a graduation requirement for all students in the Michigan State University College of Osteopathic Medicine (MSUCOM). RCR topics covered address the responsibilities of MSUCOM students in both basic biomedical and clinical research during the four year curriculum. Face-to-face instruction developed by MSUCOM basic research, clinical research, administrative support faculty/staff will be used. This will be complemented by MSU IRB (Institutional Review Board) training and CITI (Collaborative Institutional Training Initiative) online modules. Completion of the required training and online modules is tracked for each student by the MSUCOM Office of the Registrar. Directions for access and registration for the IRB and CITI online modules is presented below. **Please note: a score of at least 80% on each module quiz is required to receive credit for completion.**

Year 1

Face-to-face

3 hours discussion—based training

- Introduction to RCR and Briefing Seminar (1 hour)
- IRB session on Human Research Topics (1 hour)
- Universal Precautions session (1 hour)

Online via the CITI Training System

- Introduction to RCR (RCR-Basic) (ID: 17009)
- Authorship (RCR-Basic) (ID: 16597)
- Research Misconduct (RCR-Basic) (ID: 16604)
- Plagiarism (RCR-Basic) (ID: 15156)

Year 2

Face-to-face

3 hours discussion—based training

- RCR and Scholarship Workshop (1.5 hours)
- The Research Clinic Research Integrity Video (1.5 hours)

Online via the CITI Training System

- Collaborative Research (RCR-Basic) (ID: 16598)
- Conflicts of Interest (RCR-Basic) (ID: 16599)
- Data Management (RCR-Basic) (ID: 16600)
- Financial Responsibility (RCR-Basic) (ID: 16601)
- Mentoring (RCR-Basic) (ID: 16602)
- Peer Review (RCR-Basic) (ID: 16603)

Online via the Ability Training System

- IACUC Tutorial
- Overview of Human Research Protection

Years 3 & 4

Online via the CITI Training System

- Basic Institutional Review Board (IRB) Regulations and Review Process (ID: 2)
- Defining Research with Human Subjects – SBE (ID: 491)
- FDA-Regulated Research (ID: 12)
- History and Ethics of Human Subjects Research (ID: 498)
- Informed Consent – SBE (ID: 504)
- Internet-Based Research – SBE (ID: 510)
- Populations in Research Requiring Additional Considerations and/or Protections (ID: 16680)
- Privacy and Confidentiality – SBE (ID: 505)
- Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research (ID: 14777)
- Records-Based Research (ID: 5)
- Research and HIPAA Privacy Protections (ID: 14)
- Research Involving Human Subjects (RCR-Basic) (ID: 13566)

CITI Training System Log-In Instructions

- Visit <https://www.citiprogram.org/>
- Click the “Log In” button
- Click the “Log in through my institution” tab
- Scroll down and select “Michigan State University (MSU)”
- Log in using your MSU NetID and password
- Choose the option that best fits your personal scenario
 - “I already have a CITI program account.” Select this option if you’ve already completed some CITI modules for MSU, even during undergrad.
 - “I don’t have a CITI Program account and I need to create one.” Select this option if you’ve never created a CITI account or completed any CITI modules.
 - If you receive a notification box indicating, “We are unable to automatically match your SSO account with a CITI program account...” please click the Continue button.
- Click Main Menu at the top left of the page
- Click the triangle next to “Michigan State University (MSU) Courses
- Under My Learner Tools for Michigan State University (MSU), click “Add a Course”
- Scroll down and click on the link “Continue to Question #1 at this time”
 - Question 1, select “Not at this time”
 - Question 2, select the last option “Not at this time, thank you”
 - Question 3, select “RCR for COM students”
 - Question 4, select “Not at this time”
 - Question 5 – do not make any selections
 - Question 6, select “No”
 - Question 7, select “Not at this time”
 - Question 8, select “Not at this time, thank you”
 - Click Submit
- On the main menu, select “RCR for COM students”
- Click the link titled “Complete The Integrity Assurance Statement before beginning the course”
- Agree to the Terms of Service and click Submit.
- This will open up the first required module titled, “Financial Responsibility (RCR-Basic) (ID: 16601). As you view the modules and take the required module quiz, the next required module will unlock for completion.
- **Keep in mind, a minimum score of 80% is required on all module quizzes to receive credit**
- Be sure to refer to the checklist above as not all modules under the Supplemental Modules section are required

Ability Training System Log-In Instructions

- Visit <http://hrpp.msu.edu>
- Click the “Training” tab at the top of the page
- Click the “Login” button
- Login using your MSU NetID and password
- Within the “My Requirements” box, choose “Osteopathic Med Students”
- All courses within the Ability Training System will be shown. Complete “IACUC Tutorial” and “Overview of Human Research Protection” to meet RCR year 2 training requirements.

Questions?

Please contact your Student Support Associate in MSUCOM Registrar Services.

Last Names A through L: Ms. Elaine Williams, elaine@msu.edu, 517.355.5192

Last Names M through Z: Ms. Erin Millikan, millika2@msu.edu, 517.355.5180

Or, you’re always welcome to call, email, or stop by:

517.353.7741 COM.OsteoMedReg@msu.edu East Fee Hall, Room C110