



## Responsible Conduct of Research (RCR) Training Checklist

Responsible Conduct of Research (RCR) training is a degree 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 also be used. This will be complemented by MSU IRB (Institutional Review Board) training, Ability Training System online modules and CITI (Collaborative Institutional Training Initiative) online modules. Completion of the required training and online modules is tracked for each student by the MSUCOM's Office of Enrollment Services & Student Records. Directions for access and registration for the Ability and CITI online modules is presented below.

### 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 Modules via [CITI Training System](#)

- Conflicts of Interest (RCR-Basic) – ID: 16599
- Financial Responsibility (RCR-Basic) – ID: 16601
- Introduction to RCR (RCR-Basic) – ID: 17009
- History and Ethics of Human Subjects Research – ID: 498

#### Online Modules via [Ability Training System](#)

- IACUC Tutorial – ID: HRPP-2241A-SCO
- Overview of Human Research Protection – ID: ACP-1813-SCO

## 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 Modules via [CITI Training System](#)

- Defining Research with Human Subjects – SBE – ID: 491
- Basic Institutional Review Board (IRB) Regulations and Review Process – ID: 2
- Informed Consent – SBE – ID: 504
- Privacy and Confidentiality – SBE – ID: 505
- Records-Based Research – ID: 5
- Populations in Research Requiring Additional Considerations and/or Protections – ID: 16680

## Year 3

Online Modules via [CITI Training System](#)

- Internet-Based Research – SBE – ID: 510
- FDA-Regulated Research – ID: 12
- Research and HIPAA Privacy Protections – ID: 14
- Recognizing and Reporting Unanticipated Problems Involving Risks to Subjects or Others in Biomedical Research – ID: 14777
- Authorship (RCR-Basic) – ID: 16597
- Collaborative Research (RCR-Basic) - ID: 16598

## Year 4

Online Modules via [CITI Training System](#)

- Data Management (RCR-Basic) – ID: 16600
- Mentoring (RCR-Basic) – ID: 16602
- Peer Review (RCR-Basic) – ID: 16603
- Research Misconduct (RCR-Basic) – ID: 16604
- Plagiarism (RCR-Basic) – ID: 15156
- Research Involving Human Subjects (RCR-Basic) - ID: 13566

## Supplemental Modules

Online Modules via [CITI Training System](#) – are **NOT** required & are available for all class years

- History and Ethical Principles - SBE – ID: 490
- The Federal Regulations - SBE – ID: 502
- Assessing Risk - SBE – ID: 503
- Informed Consent – ID: 3
- Social and Behavioral Research (SBR) for Biomedical Researchers – ID: 4
- Genetic Research in Human Populations - ID: 6
- Research with Prisoners - SBE – ID: 506
- Research Involving Prisoners – ID: 8
- Research Involving Children – ID: 9
- Research in Public Elementary and Secondary Schools - SBE – ID: 508
- Research Involving Pregnant Women, Fetuses and Neonates – ID: 10
- International Research - SBE - ID: 509
- International Studies – ID: 971
- Vulnerable Subjects – Research Involving Workers/Employees – ID: 483
- Hot Topics – ID: 487
- The IRB Member Module – ‘What every new IRB member needs to know’ – ID: 816
- Avoiding Group Harms – U.S. Research Perspectives – ID: 14080
- Using Animal Subjects in Research (RCR-Basic) - ID: 13301

## Ability Training System Log-In Instructions

- Visit <https://ora.msu.edu/train/>
- Click the “Log In” button
- Log in 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 Protections” to meet your RCR Year 1 training requirements.
- NOTE – “Bloodborne Pathogen Awareness” (BBP) and “HIPAA Privacy Overview” (HIPAA) are annual MSUCOM requirements, you will complete these modules each year in the Ability Training System, however, they are not associated with your RCR requirements.

# CITI Training System Log-In Instructions

Please note – CITI Training System frequently makes updates to their system, including, but not limited to, log in instruction screens, course IDs, course names and the order the modules appear – if you feel these instructions need to be updated please alert the ESSR staff at: [com.osteomedreg@msu.edu](mailto:com.osteomedreg@msu.edu), we will verify and update them as soon as possible.

- Visit <https://www.citiprogram.org/>
- Click the “Log In” button or Select “My Courses”
- Click the “Log in through my Organization” option
- Scroll down and select “Michigan State University (MSU)”
- Log in using your MSU NetID and password
- Under Institutional Courses for Michigan State University (MSU), click “View Courses”
- If you have not already done so, you may need to “Add a Course”
- Answer the following questions:
  - Question 1 – Responsible Conduct of Research (RCR) Course Enrollment – Please select your RCR learner group below if you need to take RCR courses.
    - select “RCR for Osteopathic Med Students”
  - Question 2 – US Export Control Course – Please select your US Export Control Course below if you need to take US Export Control Course courses.
    - select “Not at this time.”
  - Question 3 – Good Clinical Practice – Please make your selection below if you are required to complete Good Clinical Practice training.
    - select “Not at this time.”
  - Question 4 – Human Subjects Research – Select the group appropriate to your research activities.
    - select “Not at this time”
  - Click Submit
- Under Courses Ready to Begin – “RCR for Osteopathic Med Students” - Select “Start Now”
- Agree to Terms – Select “Submit”
- This will bring up a list of modules within the RCR for Osteopathic Med Students course – you will “Start” the next module on your RCR Checklist – again, please note, CITI Training System may update the order of these modules, please follow the order noted on this checklist above.

## Questions?

**For Responsible Conduct of Research (RCR) Training questions, please contact:**

COM Office of Research – [com.research@msu.edu](mailto:com.research@msu.edu) or 517.353.7785

**For all audit related questions, please contact:**

COM Enrollment Services & Student Records (ESSR) - [com.osteomedreg@msu.edu](mailto:com.osteomedreg@msu.edu) or 517.353.7741

**For all login or website related questions, please contact:**

Office of Regulatory Affairs – [rcr@msu.edu](mailto:rcr@msu.edu) or 517.355.2000