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

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**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

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**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

- 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 Osteopathic Med Students” course ID: 60084
- 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 the first required module titled, “Conflicts of Interest (RCR-Basic) (ID: 16599)” As you view the modules and take the required quizzes, the next required module will unlock for completion.

Questions?
For Responsible Conduct of Research (RCR) Training questions, please contact:
COM Office of Research – com.research@msu.edu or 517.353.7785

For all audit related questions, please contact:
COM Enrollment Services & Student Records - com.osteomedreg@msu.edu or 517.353.7741

For all login or website related questions, please contact:
Office of Regulatory Affairs – rcr@msu.edu or 517.355.2000