



## Responsible and Ethical Conduct of Research (RECR) Training Checklist

Responsible and Ethical Conduct of Research (RECR) training is a degree requirement for all students in the Michigan State University College of Osteopathic Medicine (MSUCOM). RECR topics address the responsibilities of MSUCOM students in both basic biomedical and clinical research during their curriculum. Students will complete their RECR requirements through mandatory face-to-face instruction sessions, developed by MSUCOM Office of Research, along with CITI (Collaborative Institutional Training Initiative) Training System's online modules. Completion of the required training and online modules is audited for each student by the Office of the COM Registrar. Directions for access and registration for the CITI online modules are presented below, on Page 2.

### Year 1

- Face-to-face

3 hours discussion-based training

RECR Topics will be determined by MSUCOM and will be scheduled to occur in correlation to COM courses in Semester 1 and 2.

- Online Modules via [CITI Training System](#) – complete by end of Semester 1

- Introduction to Responsible and Ethical Conduct of Research (RECR)

- Authorship

- Plagiarism

- Research Misconduct

### Year 2

- Face-to-face

3 hours discussion-based training

RECR Topics will be determined by MSUCOM and will be scheduled to occur in correlation to COM courses in Semester 6 and 7.

# 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 COMReg staff at: [com.osteomedreg@msu.edu](mailto:com.osteomedreg@msu.edu).

- 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 [using your msu.edu email ensures MSUCOM can view your completions]
- 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 “MSU Grad School RCR Program”
  - 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”
  - Question 5 – Conflicts of Interest – Make a selection below if you need to complete the COI course.
    - select “Not at this time”
  - Click Submit
- Under Courses Ready to Begin – “MSU Graduate School RCR Program” - Select “Start Now”
- Agree to Terms – Select “Submit”
- Click “Start” to complete each module – note, in January 2023 MSUCOM updated the list of required RCR modules (from 22 to 4). If you completed the four required modules under the previous “RCR for Osteopathic Med Students” and they do not populate in the ‘history’ tab of your [Ability Training System](#) profile, you may need to email [rcr@msu.edu](mailto:rcr@msu.edu) to have your previous modules refreshed.

## Questions?

**For Responsible and Ethical Conduct of Research (RECR) 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 Registrar (COMReg) - [com.osteomedreg@msu.edu](mailto:com.osteomedreg@msu.edu) or 517.353.7741

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

Office of Research Regulatory Support (ORRS) – [orrs.train@msu.edu](mailto:orrs.train@msu.edu) or 517.355.2000