Program in Mathematics Education (PRIME)
Responsible Conduct of Research (RCR) Plan

This RCR plan applies to students who are beginning the mathematics education graduate program in Fall 2017 and after. All returning mathematics education graduate students who entered prior to Fall 2017 will follow the previous PRIME RCR Plan at: https://prime.natsci.msu.edu/current-students/forms/.

The Graduate School RCR Workshop series may be used to help fulfill both the annual refresher and discussion-based training requirements.

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 the Michigan State University training modules for human subjects before submitting IRB approvals.

All PRIME graduate students must complete:

1) Year 1
The following 4 CITI online modules must be completed within the first year of enrollment in the mathematics education graduate program: *Completion of this requirement will be tracked in SABA.*
- · Introduction to the Responsible Conduct of Research
- · Authorship
- · Plagiarism
- · Research Misconduct

In addition, the following training will be completed within the first year of enrollment in the mathematics education graduate program:
- · Human Research Protection/ IRB Certification (in http://Train.ORA.msu.edu)

2) Year 2
Within the first 2 years of enrollment in the mathematics education graduate program, graduate students will complete 2 additional MSU online training modules, to be selected from the following list. *Completion of this requirement will be tracked in SABA.*
- · CITI Collaborative Research
- · CITI Conflicts of Interest
- · CITI Data Management
- · CITI Financial Responsibility
- · CITI Mentoring
- · CITI Peer Review
- · Rigor and Reproducibility Course (in production)

3) Discussion-Based Training
All graduate students must complete a total of 6 hours of discussion-based training prior to receiving their degrees. These hours can be completed at any point in the graduate program, including during the first 2 years. Discussion-based training can occur in a variety of venues, including (but not limited to) courses and research meetings. *For all graduate students completion of this requirement will be recorded by PRIME in GradInfo as "Initial" training.*

Each year as part of the annual review process students will submit a report describing the Discussion-Based Training completed during that academic year and will share this report with their advisors. Student and advisor will sign and date the report, and the student will submit it to the Graduate Secretary for recording in GradInfo.

In addition to 1, 2 and 3 above, doctoral students will complete:
4) Annual Refresher Training

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Starting in year 3, all doctoral students must complete 3 hours of annual refresher training per year; this can include discussion-based training and online courses beyond those required in Items 1) and 2). *Completion of this requirement will be recorded by PRIME in GradInfo as "Annual" training.*

Each year students in year 3 or later of the program will submit a report describing the 3 hours of Annual Refresher Training and will share this report with their advisors. Student and advisor will sign and date the report, and the student will upload it to D2L during the annual review process.