DEPARTMENT OF HISTORY
RESPONSIBLE CONDUCT OF RESEARCH (RCR) TRAINING

Introduction:

In an essay in *Perspectives on History: The Newsmagazine of the American Historical Association,* "Designing a Responsible Conduct of Research Course for Historians," historians Angela N. H. Creager and John F. Haldon offered the following observations about history graduate students and the pressing issues of responsible conduct for research and scholarship: "What are the ethical problems and issues that graduate students conducting historical research need to be aware of? Is it just a matter of guarding against plagiarism, or do the thornier problems with human-subjects research also pertain to historical scholarship? The expansion of research regulation into the social sciences and the humanities has had complex and not altogether positive consequences, particularly when standards and training designed for the treatment of human subjects in the medical and behavioral sciences are applied to historical research."*

Cognizant of such relevant questions pertaining to the meaning and importance of RCR to the historical profession and particularly the training of graduate students, the Department of History, has been committed to RCR and will certainly continue to be. This document outlines the Department of History's policies and procedures on training in Responsible Conduct of Research (RCR). RCR training is required by all of the graduate students in the Department of History. Training will be offered to first year students in the Ph.D. Program in the form of *Initial Training.* Refresher training, in the form of *Annual Training,* is also required. Among the most important topics for the historical profession that will be covered in the RCR training include:

1) Research Ethics (proper conduct and misconduct)
2) Primary source/data acquisition, management, documentation, sharing, and ownership
3) Permissions from archives for documents and images
4) Publication practices and responsible authorship
5) Adviser/advisee relationship
6) Peer review process
7) Plagiarism
8) Human subjects/interviews/oral history
9) Intellectual property
10) Collaborative research

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* Angela N. H. Creager and John F. Haldon, "Designing a Responsible Conduct of Research Course for *Historians," Perspectives on History: The Newsmagazine of the American Historical Association* (November 201 1), https://www.historians.org/publications-and-directories/perspectives-on-history/november-2011/designing-a-responsible-conduct-of-research-course-for-historians

Requirements:

Each student must complete a minimum of six hours of initial in-person discussion based training in his/her first semester in the Ph.D. program, followed by annual "updating" sessions (a minimum of three hours annually). The former is called *Initial Training*. The latter is *Annual Training.* University and departmental workshops and training sessions, work performed in History 803 *(Seminar in Methodology of Historical Research),* and discussion between students, and their advisors or guidance committee members pertaining to RCR can count toward the required in-person training hours.

Year 1

Initial Training (minimum 6 hours)

- All new graduate and graduate professional students will complete 4 CITI online modules within the first year of enrollment in their program.
    - Introduction to the Responsible Conduct of Research
    - Authorship
    - Plagiarism
    - Research Misconduct
- In the fall semester of their first year in the Ph.D. Program, all graduate students are required to participate in RCR and pedagogy workshops and sessionsAt these sessions, the aforementioned topics will be explored, highlighting the following: research and teaching ethics, plagiarism, the peer review process, adviser/advisee relationships, the protection of intellectual property, and human subjects and oral history. You will be required to input your hours into the RTTS tracking system.

Year 2

Annual Training (minimum of 3 hours each year)

- Within the first 2 years of enrollment you are required to complete 3 additional MSU online training modules, to be selected from the following list.
    - CITI Collaborative Research
    - CITI Conflicts of Interest
    - CITI Data Management
    - CITI Financial Responsibility
    - CITI Mentoring
    - CITI Peer Review
    - IACUC Tutorial for Animal Care Training (http://Train.ORA.msu.edu)
    - Human Research Protection/IRB Certification (http://Train.ORA.msu.edu)
    - Rigor and Reproducibility Course (in production)
- You must also complete 3 hours of annual in-person discussion based training (in addition to the online modules). These need to be self-tracked using the RTTS system.

Year 3 and beyond

- You are required to complete 3 hours of annual in-person refresher trainingThese hours must be tracked annually in the RTTS system.

Examples of In-Person Discussion Based Training:

- History 803 *(Seminar in Methodology of Historical Research)*, the required course for all incoming graduate students in the Department of History, will cover the aforementioned subject matter pertaining to RCR. This can only be recorded as having completed in Year 1.

- Participation in relevant seminars/workshops organized by The Graduate School RCR Seminar Series (http://grad.msu.edu/rcr).

- Participation in relevant seminars/workshops organized by the History Department

- Completion of the MSU Human Research Protection Program (http://www.hurnanresearch.msu .edu).

- Those engaged in oral history, are required to consult with our faculty with expertise in this area and should consult: Ritchie, Donald A. *Doing Oral History (2nd Edition).* New York: Oxford University Press, 2003.

- Reassessment of relevant topics related to RCR with "in person" discussions with major adviser and, if necessary, guidance committee members and Graduate Director.

- If relevant, completion of the renewal and recertification of Human Subjects Research.

Documenting RCR Training:

- Other tracking and reporting of RCR training is carried out by the Research Training Tracking System (RTTS) that was developed at MSU by The Graduate School, the College of Engineering, and the Division of Engineering Computing Services (DECS). The Graduate Secretary will record these hours on your GradPlan, they must be recorded in order to graduate.
- Students need to register through the CITI website to take the online modules. These will be tracked internally by the Saba system.

The Graduate Director will comment upon each graduate student's RCR training in the annual progress reports.

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, NIH, or USDA 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 or animal use must complete the Michigan State University training modules for those subjects before submitting IRB or IACUC approvals.