



JOB AID

GradPlan and RECR – Faculty/Committee Member

Revised 07/01/2026





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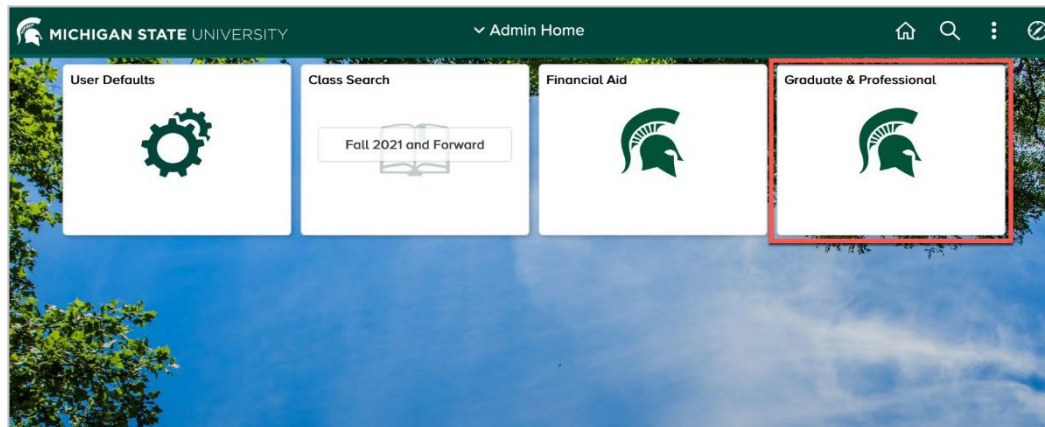
GradPlan and RECR | Faculty/Committee Member

Doctoral and Master's students use GradPlan to build and keep records of their committees, course plans, yearly research activity updates, and annual reviews. Students may also view their RECR (Responsible and Ethical Conduct of Research) records to keep track of their training, and Doctoral students may request approval for in-person RECR discussions with their graduate advisor.

Faculty who serve as guidance committee members are able to review GradPlans for students on whose committees they serve (including committee composition and course plans), view student annual reviews, approve or deny RECR in-person discussion hours for advisees, and approve or deny workflow requests.

Log-in to campus solutions at <https://student.msu.edu>. If you do not have access to SIS please contact your unit for assistance.

Navigation: Admin homepage > Graduate & Professional tile



On the **Admin** homepage, click on the Graduate & Professional tile. A menu comes up on the left side of the screen that will have four options (please see the next page for a screenshot):

- **Track RECR** allows faculty to view RECR data for students.
- **GradPlan Students** allows guidance committee members to look up and view the GradPlans of students on whose committees they serve.
- **Verify Advisee Training** is where graduate advisors can see a list of any one-on-one RECR trainings their Ph.D. advisees have submitted for approval.
- **My Worklist—Summary View** is where any pending worklist items (GradPlan requests) requiring attention are listed.



GradPlan Students

GradPlan consists of four parts: Annual Research Overview, Committee, Course Plan, and Annual Review.

< Admin Home

Track RECR

GradPlan Students

Verify Advisee Training

My Worklist - Summary View

GradPlan Students

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with []

Academic Institution: begins with []

Academic Program: begins with []

Candidate Number: begins with []

Description: begins with []

Last Name: begins with []

First Name: begins with []

☐ Case Sensitive

1. Click **GradPlan Students** on the left side menu.
2. **ID:** If you know the Student ID, enter it, and click **Search**. If you do not know the Student ID, enter Last Name/First Name, and click Search.

The search will only return the students on whose guidance committee you serve.



All Master's and Doctoral students must have a complete GradPlan prior to graduation. This means, the guidance committee (if required) has been created, approved, and is up to date; the course plan has been created, approved, and is up to date; the Annual Research Overview has been completed for all academic years the student has been in their graduate program (including the year the student is planning on graduating); the Annual Review has been completed for all academic years the student has been in their graduate program (including the year the student is planning on graduating).

The GradPlan page opens to the **Research Overview** tab.



Research Overview | Committee | Course Plan | Annual Review | Pending Requests

ID: [] Name: []
Academic Career: GRAD Academic Program: Doctorate Ag & Nat Resources
Candidate Number: 000 [] Status: Active in Program

Find | View All First 1 of 6 Last

Academic Year: 2025-2026

Graduate Handbook **A.**

Student Initials: Initialed on:

Responsible Conduct of Research **B.**

Student Initials: Initialed on:

Research Reviews and Approvals **C.**

Student Initials: Initialed on:

Has the student conducted research with human subjects? ☐ Yes ☐ No
Has the student conducted research with animal subjects? ☐ Yes ☐ No
Has the student conducted research with hazardous materials? ☐ Yes ☐ No

Committee and Course Plan **D.**

Student Initials: Initialed on:

Milestones and Thesis/Dissertation **E.**

Program	Description	Milestone Complete	Date Completed	Term Required	Anticipated Term
Doctorate Ag & Nat Resources	Guidance Committee Chair	Completed	04/04/2022		
Doctorate Ag & Nat Resources	Comprehensive Examination	Completed	12/09/2022		Fall Semester 2022
Doctorate Ag & Nat Resources	Dissertation Defense	Incomplete			Spring Semester 2026
Doctorate Ag & Nat Resources	Doctoral Dissertation	Incomplete			Spring Semester 2026
Doctorate Ag & Nat Resources	Dissertation Director	Incomplete			Spring Semester 2026

Research Overview Tab

This is where results are stored for the activity guides that graduate students are required to complete every academic year. The activity guides are assigned at the start of each academic year as “to-do” items, with the student’s responses stored on this page.

Graduate students are required to complete the activity guide every academic year they are enrolled in their graduate program. There is a row for every academic year, beginning with the current year, where you can review the status/results, including:

- Graduate Handbook:** In this section, the student acknowledges responsibility to follow university and department guidelines and policies.
- Responsible Conduct of Research:** The student acknowledges MSU’s RECR (Responsible and Ethical Conduct of Research) requirements and agrees to complete required training.
- Research Reviews and Approvals:** In this section, if a student answers “yes” to either of the human/animal subject questions, additional fields open for the IRB Number/IACUC Number validating that the required approvals have been obtained. These fields are editable for staff to make corrections, if necessary.



Research Reviews and Approvals

The student has not completed this section.

Student Initials: Initialed on:

Has the student conducted research with human subjects? ☒ Yes ☐ No IRB Number

Has the student conducted research with animal subjects? ☒ Yes ☐ No IACUC Number

Has the student conducted research with hazardous materials? ☐ Yes ☐ No

- D. **Committee and Course Plan:** Here, the student acknowledges the need to keep their guidance committee composition (if required by their program) and course plan up to date.
- E. **Milestones and Thesis/Dissertation:** In this section, students indicate a subject area for their comprehensive exam and a proposed dissertation/thesis title.

Milestones and Thesis/Dissertation

The student has completed this section.

Milestones

Program	Description	Milestone Complete	Date Completed	Term Required	Anticipated Term
Doctorate in Arts and Letters		Incomplete			

Comprehensive examination areas

Titles

Program	Title	Status
Doctorate in Arts and Letters	<p>Awesome Dissertation Topic</p>	PROPOSED

Committee Tab

If a guidance committee is required by the student's program and it has been submitted and approved, you will see a list of current guidance committee members here. **Students in programs that require a guidance committee must have an approved committee prior to submitting a course plan request.**

Research Overview **Committee** Course Plan Annual Review Pending Requests

ID Name

Academic Career GRAD Academic Program Doctorate Ag & Nat Resources

Candidate Number 000 Status Active in ☐ **Require Committee** Program

Name	Email Address	Chair	Dissertation/Thesis Director
Ed	er		
Fe	du	✓	✓
Ge			
St			



Course Plan Tab

If the student has a Course Plan and it has been approved, it is displayed here. Depending on the program, students may not complete a course plan until after their first or second year. The Course Plan is the list of proposed courses the student intends to take to fulfill their degree requirements. The Course Plan is not tied to the degree audit. **Note:** Research Credits (899s/999s) are not included in the Course Plan. They are accounted for in the Degree Audit.

Research Overview | Committee | **Course Plan** | Annual Review | Pending Requests

ID Name

Academic Career: GRAD Academic Program: Doctorate Ag & Nat Resources

Candidate Number: 000 Status: Active in Program

Course	Category	Planned/Completed Term	Units
1 EPI 808: Biostatistics I	Concentration	2218	3.00
2 EPI 809: Biostatistics II	Concentration	2222	3.00
3 EPI 810: Introductory Epidemiology	Concentration	2208	3.00
4 EPI 812: Causal Inference Epidemiology	Concentration	2228	3.00
5 EPI 828: Responsible Conduct Research	Concentration	2228	1.00
6 EPI 829: Des Epidem Stdy & Clin Trials	Concentration	2222	3.00
7 HNF 820: Advanced Biochemical Nutrition	Required	2208	3.00
8 HNF 821: Advanced Vitamins and Minerals	Required	2212	3.00
9 HNF 823: Research Methods Hum Nutrition	Required	2218	3.00
10 HNF 824: Nutrition Policies & Programs	Required	2222	1.00
11 HNF 840: Human Nutr & Chronic Diseases	Required	2218	3.00
12 HNF 892: Nutrition Seminar	Required	2222	1.00
13 HNF 892: Nutrition Seminar	Required	2232	1.00
14 HNF 894: Human Nutrition Practicum	Required	2228	1.00
15 PSL 431: Human Physiology I	Research Requirement	2208	4.00
16 PSL 432: Human Physiology II	Research Requirement	2212	4.00

Course Notes

Total Units 40.000

Annual Review Tab

This page serves as a repository for student annual reviews with their academic advisor. As the review cycle is concluded (May 15 for an academic year review or January 15 for a calendar year review), administrative staff in your department or the students themselves will upload the annual review documents to this page. There will be a row for each academic year the student is in their graduate program.



Note: Finalized annual reviews between the student and their advisor may be uploaded by department staff or by the students themselves in GradPlan. If a student uploads a file, staff can delete and/or upload a different or additional file. Students are not able to delete files that have been uploaded.



Research Overview | Committee | Course Plan | **Annual Review** | Pending Requests

ID Name

Academic Career GRAD Academic Program Doctorate Ag & Nat Resources

Candidate Number 000 Status Active in Program

Academic Year 2025-2026

Files Find | View All First 1 of 6 Last

Attached File

Pending Requests Tab

This page shows any pending GradPlan requests a student may have. When you click on the View button, a new screen will come up showing the request. From that page you can see where the request is in the approval process by clicking on Approval Details.

Research Overview | Committee | Course Plan | Annual Review | **Pending Requests**

ID Name

Academic Career GRAD Academic Program Doctorate in Nat Sci

Candidate Number 0000 Status Active in Program

Request Number	Request Type	Approval Status	view
1	Committee Creation Request	In Approval Process	View

[Research Overview](#) | [Committee](#) | [Course Plan](#) | [Annual Review](#) | [Pending Requests](#)



Student Committee Request

Request Number 50813

Approval Status In Approval Process

1 row			
Empl ID ↑↓	Student Name ↑↓	Academic Program ↑↓	Academic Plan ↑↓
		Doctorate in Nat Sci	Cell and Molecular Biology PhD

You do not have any pending actions to take on this request.

A request has been received from a graduate student to create or modify the student's guidance committee.

Form Checkers, Program Signers, and College Signers: Please approve or deny the committee. To deny the request, enter a comment in the Comment field and click the Deny button. Notification of the denial and the text of your comment will be sent to the student.

Committee Members: Please confirm your willingness to serve on this student's guidance committee by clicking the Approve button below. To decline service on this student's committee, enter a comment in the Comment field and click the Deny button. Notification of the denial and the text of your comment will be sent to the student. The Graduate School is appreciative of committee members' willingness to support this student's graduate study at Michigan State University.

Submitted Request

6 rows			
Name ↑↓	Email Address ↑↓	Chair	Dissertation/Thesis Director
	@msu.edu		
	@msu.edu		
	@msu.edu		
	@msu.edu	✓	✓
	@msu.edu		
	@msu.edu		

Comment

Approve

Deny

> [Approval Details](#)

Track RECR (Responsible and Ethical Conduct of Research)

1. Click **Track RECR** on the left side menu.



< Admin Home



Track RECR



GradPlan Students



Verify Advisee Training



My Worklist - Summary View

RECR Administration

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID:	begins with ▼		Search
Academic Institution:	begins with ▼		Search
Academic Career:	= ▼		▼
Last Name:	begins with ▼		
First Name:	begins with ▼		

2. **ID:** If you know the Student ID, enter it, and click **Search**. If you do not know the Student ID, enter Last Name/First Name, and click Search.

The Track RECR page displays the work the student has completed toward their RECR requirements, showing each year's requirements and their completion status. This page displays the courses and seminars recorded in the Ability system and organizes them by annual requirement.

As each year's requirement is completed, the **Complete** box for that year is checked.

EXAMPLE:



Responsible and Ethical Conduct of Research

University RECR requirements: <https://grad.msu.edu/researchintegrity>

First 1 of 2 Last

Start new RECR Requirements

Update RECR Requirements

Academic Career Graduate First Academic Year 2019-20

Year 1 Training - Four CITI Modules (All students) Complete: ☒

CITI-2101-WBT	08/13/2020
CITI-2107-WBT	08/13/2020
CITI-2883-WBT	08/13/2020
CITI-4035-WBT	08/13/2020

Year 2 Training - Three CITI Modules (Master's Plan A and Doctoral Students) Complete: ☒

CITI-11153-WBT	05/17/2024
CITI-11156-WBT	05/17/2024
CITI-2102-WBT	05/17/2024

Discussion-Based Group Training - 6 Hours (All students) Complete: ☒

Advisor Discussion Hours

*Training	Hours	*Date	*Provider	Status	Comments
				Not Reviewed	

Workshop/Seminar Discussion-Based Hours

Training	Date	Hours		
RCR-4195-ILT	03/22/2024	2.00	+	-
RCR-4603-ILT	01/22/2020	1.50	+	-
RCR-4605-ILT	02/12/2021	3.00	+	-

Verified Hours Completed 6.50 Required Hours 6.00 Hours Remaining 0.00

Annual Refresher Training - 3 hours per year
(Third and Subsequent Years; Doctoral only)

Year 3

*Training	*Date	Hours	Discussion Category		
RCR-1000-ART-CNF	02/24/2023	1.50	Conflict of Interest	+	-
RCR-1000-ART-MTR	03/25/2022	1.50	Mentor-Trainee Relationships	+	-

RECR data are displayed in five sections.

- **Year 1 Training – Four CITI Modules**
- **Year 2 Training – Three CITI Modules**
- **Discussion-Based Training – 6 Hours:** There are several ways for students to complete this requirement: Completion of Department/College Workshops, Department/College Small Group Discussions, Graduate School RECR Workshop Series, Academic Courses that cover RECR Topics, other similar types of synchronous, group, Instructor-Led Training that cover RECR topics.



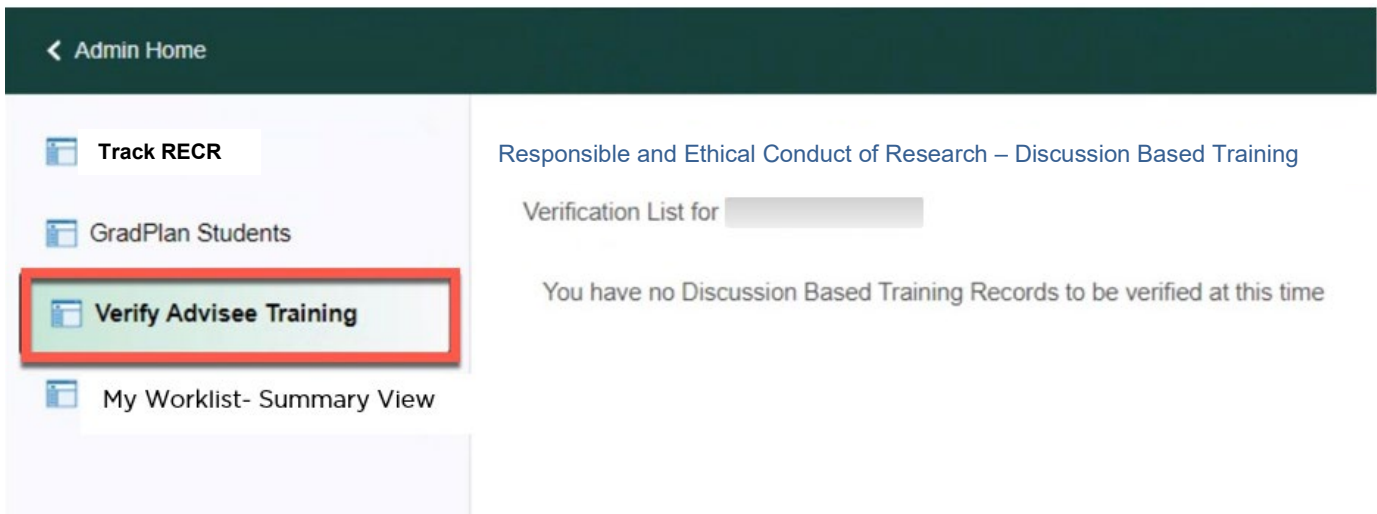
- **Annual Refresher Training – 3 hours per year:** This training is for doctoral students. There will be a row for each year beginning with their third year. Refresher year training requirements may be fulfilled by completing CITI modules not previously taken, completing Graduate School RECR workshops not previously taken, academic courses that cover RECR training, completing Department/College Workshops, participating in small group discussions, one-on-one discussions with advisors, and other similar types of training.
- **Additional Training:** Courses in Ability or one-on-one discussions that do not fall into a Refresher year or do not fulfill other requirements.

Verify Advisee Training

If serving as a doctoral student's graduate advisor, you may have one-on-one RECR sessions with an individual student that go toward satisfying their refresher year training requirements. If so, the student may submit an online request for RECR credit that you may approve.

- RECR training that is conducted in a group setting or as part of a class must be uploaded into Ability and will automatically populate on the student's RECR page.
- Administrative staff in your program may also have access to verify one-on one discussions on your behalf.
- Once a student has entered one-on-one training, the advisor will receive an email notification from gradsis@grd.msu.edu indicating that there is RECR training to be approved/denied.

1. Click **Verify Advisee Training** on the left side menu.



2. If your doctoral advisees have submitted any one-on-on RECR training requests, the requests will be displayed here for your review.

You may change the status for a request to either **Verified** or **Rejected**. If a request is rejected, a comment explaining the reason for the rejection must be entered.



Responsible and Ethical Conduct of Research – Discussion Based Training

Verification List for [redacted]

Unverified Training						Personalize	Find	View All	First	1-2 of 2	Last
Student Id	Advisee Name	Discussion Category	Date Taken	Hours	Verification	Comments					
1	[redacted]	Collaborative Research	09/09/2020	0.75	Verified	[button]					
2	[redacted]	Plagiarism	09/09/2020	1.00	No Review	[button]					

- **Not Reviewed:** request is pending; student is able to see the training in Not Reviewed status, but the hours do not yet count toward Refresher Year Training requirements.
- **Rejected:** request is denied; student can see the training in Rejected status and view the comment, but the hours do not count toward Refresher Year Training requirements.
- **Verified:** request is approved; student can see the training in Verified status, and the hours count toward Refresher Year Training requirements or they will populate the Additional Training section.

After updating the status for all pending requests, click “Save” to update the students’ records.

Workflow

As students make changes to their GradPlans, workflow is initiated that may require your approval as a guidance committee member.

Track RECR

GradPlan Students

Verify Advisee Training

My Worklist - Summary View

Worklist

Worklist for [redacted]

[Detail View](#) [Publish as Feed](#)

Worklist Items

From	Date From	Work Item

Requests that require approval of **all** members of a student’s guidance committee are:

- Committee creation and changes
- Course Plan creation and changes



If serving as the chair or co-chair of a student's committee (or as the student's advisor if a committee does not exist), you will also receive workflow requests for major changes:

- Change from PhD to a terminal master's degree
- Change between Master's Plan A and Master's Plan B options in programs with a choice
- Add a specialization

Processing Workflow Requests

1. When a student's GradPlan request is initiated, you will receive an email notification from gradsis@grd.msu.edu. The email contains a link that you can click to open the workflow item for your review.
2. Alternately, you can click the My Worklist—Summary View link and see a list of all pending requests:

Worklist					
Worklist for [Name]					
Detail View Worklist Filters [Dropdown] Feed					
Worklist Items					
From	Date From	Work Item	Worked By Activity	Priority	Link
	10/20/2020	Approval Routing	Approval Workflow	1-High	GR_CMR_APPROVAL_291.GR_CMR_APPROVAL_1901-01-02_N_0_MSU_GR_SS_REQ_NBR:130_RDC:RA.0.A.
	11/17/2020	Approval Routing	Approval Workflow	1-High	GR_CPA_APPROVAL_308.GR_CPA_APPROVAL_2020-01-04_N_0_MSU_GR_SS_REQ_NBR:150_RDC:RA.0.A.

Clicking on the link in the email or on a link on the My Worklist—Summary View page opens the details of the request.



Submitted Request

8 rows

Course ▾	Category ▾	Planned/Completed Term Taken ▾	Planned/Completed Units ▾
BME 803: Research Methods	Major Field	Fall Semester 2019	3.00
BME 841: Translat Innov Lab	Major Field	Spring Semester 2020	3.00
BME 891: Spec Top in Biomedical Eng	Major Field	Fall Semester 2019	3.00
BME 892: Biomedical Engr Seminar	Major Field	Fall Semester 2019	1.00
LIN 834: Syntactic Theory I	Concentration	Fall Semester 2021	3.00
LIN 835: Syntactic Theory II	Concentration	Spring Semester 2022	3.00
LIN 837: Adv Stdy Semantics & Pragmatic	Concentration	Fall Semester 2021	3.00
LIN 867: Nature & Prac Cognitive Science	Concentration	Spring Semester 2022	3.00

Course Notes

Comment

Approve

Deny

► [Approval Details](#)

The page displays details of the request provided by the student. Processing options are at the bottom of the page.

- **View Attachment:** view attachment (only if an attachment is required for the request type)
- **Approve:** click to approve the request
- **Deny:** click to deny the request; this stops the request and returns it to the student
- **Comment:** a comment is required for a denied request. The student is notified of the denial, and can view the text of the comment

When you complete a workflow item, the request continues to the next approver and the request is removed from My Worklist—Summary View. When all approvals have been given, the request is finalized, and the student's record is updated.

NOTE: If you find that you are unable to render a decision for a GradPlan request, try the following options:

- Clear the cache (browsing history) in the web browser you normally use. (This is the best option and should be done on a regular basis or at least after every SIS upgrade. SIS upgrades occur generally every 2-3 months throughout the year.
- Copy and paste the GradPlan request link into a web browser you do not normally use.
- Open an incognito window and copy and paste the request link into a web browser.