



Advisors: Verify one-on-one RECR discussions for Doctoral Students

When a Doctoral advisee has submitted a request for verification of a one-on-one discussion you had with them regarding an RECR topic, you will receive an email from gradsis@grd.msu.edu. The email describes the steps required to find the Verify Advisee Training page in SIS. **This type of training is only for Doctoral Students and only for refresher year training (academic years three and beyond).** The text of the email is below.

A graduate student has submitted a request for approval of an in-person RECR discussion with you.

To approve or deny the training request, you will need to access Verify Advisee Training. Verify Advisee Training may be accessed in a variety of ways depending on your access in the system:

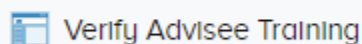
- Log-in to student.msu.edu. Click on the Graduate and Professional tile. In the menu on the left side of the screen click on Verify Advisee Training. Any training needing approval will be listed.
- Log-in to student.msu.edu. Click on the Compass in the upper right corner of the screen. Then click Navigator. From the Navigator > Records and Enrollment > Graduate Research Management > Responsible Conduct of Research > Track RECR Setup > Verify Advisee Training. Any training needing approval will be listed.
- Log-in to student.msu.edu. Click on the Graduate and Professional Tile > Click Track RECR on the menu on the left side of the page > Look up the student (navigation is directly to a specific student's RECR page).

Questions?

*If you have questions about the Verify Advisee Training process, contact the Graduate School at 517-353-3220 or gradsis@grd.msu.edu.

* Other questions? Contact the IT Service Desk at 517-432-6200 or 844-678-6200, answered 24 hours a day except on University Holidays.

- Log-in to <https://student.msu.edu>
- Click on the **Graduate & Professional Tile**
- Click on **Verify Advisee Training** in the menu on the left side of the screen



- You will see a list of discussions/trainings you need to verify or reject

Responsible and Ethical Conduct of Research–Advisor Refresher Training

Verification List for

Unverified Training		Personalize Find View All					First 1-2 of 2 Last
Student Id	Advisee Name	Discussion Category	Date Taken	Hours	Verification	Comments	
1		Research Misconduct	06/11/2024	1.00	Not Reviewed	Comments	
2		Rigor and Reproducibility	06/10/2024	1.00	Not Reviewed	Comments	

- To Verify the discussions/trainings choose Verified from the drop-down menu in the Verification column.
- To Reject the discussions/trainings choose Rejected from the drop-down menu in the Verification column and add a comment as to why the request was rejected.



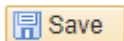
w All [icon] [icon] First 1-2 of 2 Last		
Hours	Verification	Comments
1.00	Not Reviewed	Comments
1.00	Not Reviewed	Comments

Not Reviewed

Rejected

Verified

- After decisions have been made, click **Save**.



- Pending trainings will be deleted from the Verification list after a decision has been rendered and saved.
- Once a decision has been rendered, either Verified or Rejected, the training will show on the student's RECR page and on the Track RECR page (staff view).
- All verified one-on-one discussions are listed as RCR-1000-ART-XXX on the student and staff views of the RECR page in SIS. ART=**A**dvisor **R**efresher **T**raining. The three additional suffix characters correspond to the topic of the discussion.
 - AAP=Authorship and Publication
 - CBS=Collaborative Research
 - CNF=Conflict of Interest
 - DMG=Data Management
 - ETH=Research Ethics
 - MIS=Research Misconduct
 - MTR=Mentor-Trainee Relationships
 - PHS=Protection of Human Subjects
 - PIP=Protection of Intellectual
 - PLG=Plagiarism
 - PRV=Peer Review
 - RAR=Rigor and Reproducibility

NOTE: Master's advisees may NOT submit a one-on-one discussion form as this training is only for doctoral students and is only for refresher year training. If Master's students happen to submit a request, it should be Rejected.