JOB AID

GradPlan – Faculty/Committee Member

07/15/2021

GradPlan | Faculty/Committee Member

Doctoral and Master's students in the graduate schools use GradPlan to build and keep records of their committees, course lists, and yearly research activity updates. They will also have access to their annual reviews. Students will also be able to view RCR records and request approval for in-person meetings with their graduate advisor.

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

Navigation: Admin Portal > Graduate & Professional
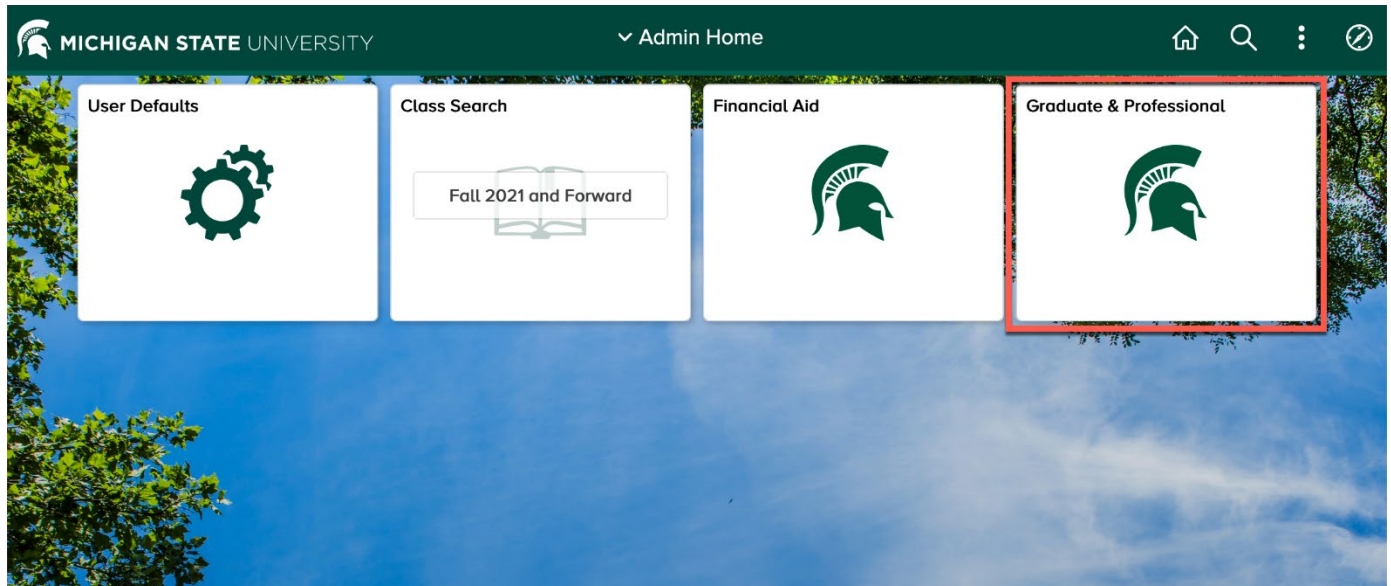
Log-in to campus solutions at https://student.msu.edu.

On the Admin Home page, click on the Graduate & Professional Tile.

The menu on the left side of the screen will have four options:

- **GradPlan Students** allows guidance committee members to look up and view the GradPlans of the students on whose committees they serve.
- The **Track RCR** link allows faculty to view RCR data for students.
- **Verify Advisee Training** is where graduate advisors can see a list of any one-on-one RCR training that their advisees have submitted for approval.
- **Worklist** is a link to pending worklist items requiring attention.

GradPlan Students

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.

   Note that the search will return <u>only</u> the students on whose guidance committee you serve.

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

Research Overview Tab

This is where results are stored for the activity guides that graduate students are required to complete every 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.

The student is required to complete the activity guide every academic year they are enrolled. There is a row for every academic year, beginning with the current year, where you are able to review the status/results, including:

A. **Graduate Handbook:** In this section, the student acknowledges responsibility to follow university guidelines and policies.

B. **Responsible Conduct of Research:** The student acknowledges and agrees with MSU's responsible conduct of research requirements and to complete required training.

C. **Research Reviews and Approvals:** In this section, if student answers "yes" to either of the human/animal subjects 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 updated.

E. **Milestones and Thesis/Dissertation:** In this section, students are able to 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

Studies in Math

Titles

Program	Title	Status
Doctorate in Arts and Letters	Awesome Dissertation Topic	PROPOSED

Committees Tab

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

Course Plan Tab

If the student has created a course plan, it is displayed here. Depending on the program, students may not complete a course plan until after their first or second year.

Annual Review Tab

This page serves as a repository for the student's annual reviews. As the review cycle is concluded, administrative staff in your department will add the student's review to this page. Starting with 2020-21, there will be a row for each academic year.

Research Overview	Committees	Course Plan	**Annual Review**

ID   Name

Academic Career   GRAD   **Academic Program**   Doctorate in Arts and Letters

Candidate   000000008899
Number

Find | View All   First   ④   **1 of 1**   ⑤   Last

Academic Year   2020

Files   Find   First   ④   **1 of 1**   ⑤   Last

Attached File   ⊞ ⊟

Add Attachment

🔲 Save   ↩ Return to Search   ✉ Notify

Track Responsible Conduct of Research (RCR)

1. Click **Track RCR** 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 Responsible Conduct of Research page displays the work the student has done toward the RCR requirement, 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 the annual requirement.

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

Responsible Conduct of Research

Academic Career	Graduate		First Academic Year	2019-20

Year 1 Training - Four CITI Modules   Complete: ✓

CITI-2101-WBT	01/10/2019
CITI-2107-WBT	01/10/2019
CITI-2883-WBT	01/10/2019
CITI-4035-WBT	01/09/2019

Year 2 Training - Three CITI Modules   Complete: ☐

Discussion-Based Training - 6 Hours   Complete: ☐

Advisor Discussion Hours

*Training	Hours	*Date	*Provider		Status	Comments
					Not Reviewed	Comments

Workshop/Seminar Discussion-Based Hours

Training		Date	Hours

Verified Hours Completed		Required Hours	6.00		Hours Remaining	6.00

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

Year 3

*Training	*Date	Hours

	Total Hours	0.00

Summary:	Year Completed	
	Year 3	☐ Completed

Additional Training (not applicable to RCR Requirements)

*Ability Course ID	*Date	Hours
CITI-11059-WBT	01/15/2019	0.75
CITI-1361-WBT	01/10/2019	0.75

RCR 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 two ways for a student to complete this requirement: 1) Complete training session or coursework identified as satisfying this requirement, or 2) have individual one-on-one training sessions with their graduate advisor.

For one-on-one training sessions, the student will submit a form for the graduate advisor to verify, or staff can update this section by entering a verification on the graduate advisor's behalf.
*See **Verify Advisee Training** below.*

- **Annual Refresher Training – 3 hours per year**: For doctoral students, there will be a row for each year beginning with their third year.

- **Additional Training**: Courses in Ability that do not meet an RCR requirement.

Verify Advisee Training

If you serve as a graduate student's graduate advisor, you may have one-on-one RCR sessions with your student that satisfy the six-hour discussion-based training requirement. If so, the student may submit an online request for RCR credit that you may approve.

- RCR training that is conducted in a group setting or as part of a class must be entered into Ability and will automatically populate on the student's RCR list. This page is used only for ad hoc training that you have with an individual advisee.
- Administrative staff in your program may also have access to verify discussion-based training on your behalf.

1. Click **Verify Advisee Training** on the left side menu.
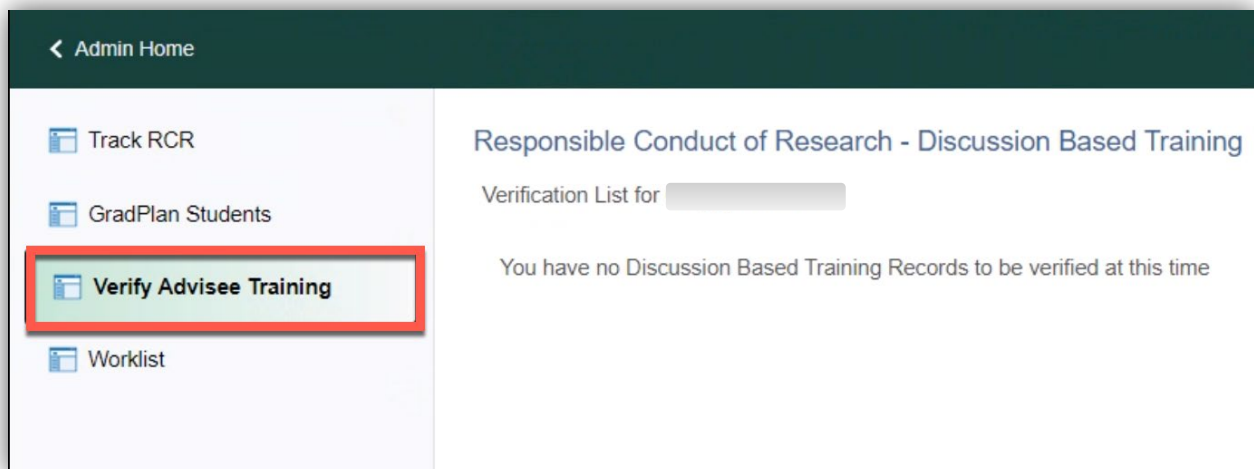
2. If your advisees have submitted any discussion-based training requests, they will display here for your review.

   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 Conduct of Research - Discussion Based Training

Verification [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			Collaborative Research	09/09/2020	0.75	Verified ⬍	Comments
2			Plagiarism	09/09/2020	1.00	No Review ⬍	Comments

- **Not Reviewed:** request is pending; student is able to see the training in Not Reviewed status, but the hours do not yet count toward the Discussion-Based Training requirement
- **Rejected:** request is denied; student is able to see the training in Rejected status and view the comment, but the hours do not count toward the Discussion-Based Training requirement
- **Verified:** request is approved; student is able to see the training in Verified status, and the hours count toward the Discussion-Based Training requirement

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.

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

- Guidance Committee creation and changes

- Course Plan creation and changes

Starting in the summer of 2021, if you serve 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 masters
- Change between thesis and non-thesis option (certain Master's students only)
- Major change within degree level (PhD to PhD or Master's to Master's)
- Add a specialization

Processing Workflow Requests

1. When a student request is initiated, you will receive an email notification. The email contains a link that you can click to open up the workflow item for your review.
2. Alternately, you can click the Workflow link and see a list of all pending requests:

Worklist

Worklist for

Detail View

Worklist Filters   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 Worklist page opens up 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 Cognitve 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. When all approvals are received, the student's record is updated.