



Requirements, Terms, and Conditions

Funds may be used for up to one year following the date the award letter is sent.

NOTE: Awardees will automatically be added to the Blackboard organization “Magellan Programs.” This organization is used to manage, upload, and/or submit the award requirements and expectations below.

At the beginning of the award period/first month:

STUDENTS -

- Complete the [CITI Responsible Conduct of Research](#) (RCR) on-line training. Use our [How-To Guide \[pdf\]](#) to access CITI training. Proof of certification from CITI training must be submitted **prior** to award release. *Note: RCR is NOT the same as Human Subjects Training; however, RCR IS the same training required for NSF/NIH funded projects.*
- Review the [student mentoring guide](#) and discuss expectations and project plan with mentor

MENTORS -

- Agree to engage awardees in experiences that meet the USC definition of undergraduate research: *A scholarly effort, generally beyond-the-classroom, aimed at developing a student’s skills in inquiry through opportunities to contribute to and/or pursue original intellectual or creative work.*
- Develop a research contract to establish expectations, duties/tasks, and deadlines. This [template \[doc\]](#) is available for use and can be modified as needed. Once complete and signed, please have the student upload to Blackboard. This must be submitted **before** funds are released.
- Oversee and manage account expenditures with departmental assistance. NOTE: Account overages are the responsibility of the mentor and mentor’s department.
- Oversee the student hire procedures and coordinate with your department business manager to ensure proper and timely payment.
- If applicable: Complete and maintain compliance requirements for projects involving human or vertebrate animal subjects including student completion of all required training. Compliance requirements are managed through the [Office of Research Compliance](#).

Every semester:

STUDENTS -

- [Register your project](#) during the semester you start working on the project; AND *re-register every semester* you work on the project.
- Maintain consistent effort towards your project as evaluated by your research mentor through the Research Registry system. Evaluations are based on [this rubric](#) OR upon a set of guidelines/requirements established by your mentor for a successful semester of research. *Depending on the circumstances, awardees who do not meet expectations may be at risk of loss of funding or be ineligible for future awards.*
- Engage in regular reflection activities with your mentor and the Office of Undergraduate Research.

MENTORS -

- Provide regular opportunities for your mentee to reflect on the research experience and constructive feedback on their contributions. The [Research Rubric](#) (page 3) may help with this process.
- Evaluate your mentee through the Research Registry system. You will receive an automated message from the system requesting your review each semester. Evaluations are based on [this rubric](#) OR upon a set of guidelines/requirements established by you for a successful semester of research.
- Oversee and manage account expenditures with departmental assistance. NOTE: Account overages are the responsibility of the mentor and mentor’s department.
- Coordinate with your department business manager to ensure proper and timely payment to your student.

Annually:

STUDENTS -

- Present your research at [Discover USC](#). This event welcomes and encourages students to present projects that are in progress; presentations can focus on project overview, methods/processes, next steps, etc.; results/conclusions are not required. Discover USC is held annually in mid to late April. Registration in early March is required.
- Submit, *at minimum*, two "in action" pictures of you engaging in your research project: at least one must be with both the student and mentor (additional pictures are welcome and may include additional project personnel). Submit through Blackboard.
- Brief report (max 1 page) with the following, written/edited by student, reviewed/approved by mentor, and submitted through Blackboard:
 - Short description/overview of project
 - Brief summary of what was accomplished over the project period
 - Brief statement describing the impact and value of the experience on your academic career and career goals

MENTORS -

- Provide guidance, assistance, and review in student's development of presentation and report.
- Take at least one "research in action" picture of you working with your student.
- Provide citations of publications and/or presentations that arise related to this student's work or contributions. [Submitted through this form](#). OUR will send annual reminders and inquiries for this as we understand these will likely occur over time.
- Oversee and manage account expenditures with departmental assistance. NOTE: Account overages are the responsibility of the mentor and mentor's department.
- Coordinate with your department business manager to ensure proper and timely payment to the student.