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 uploaded to Blackboard 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 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.
- 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.
**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.