Program Expectations & Requirements

If you accept USP funding you are expected to comply with all university and USP research policies outlined below. Failure to comply could result in loss of funding and/or denial of future funding requests.

Research Involving Human or Animal Subjects
Students funded for research that involves human subjects must obtain approval through the IRB office prior to conducting their research. This includes interview-based research (for example, in social sciences or humanities) as well as experiment-based research (for example, biomedical and health sciences). Please consult with your mentor or contact the IRB office (994-6783) for further guidance. General information about the IRB process can also be found on the USP website (http://www.montana.edu/usp/irb.php). Any research involving live animals must comply with the Institutional Animal Care and Use Committee policies (http://www.montana.edu/iacuc/index.htm). Compliance with IRB and IACUC policies is the responsibility of the student researcher and research mentor.

RCR Training
All students funded by USP are required to complete Responsible Conduct of Research training during their term of funding. To complete this training, create an account on the CITI website (https://www.citiprogram.org). Select the “Responsible Conduct of Research” training series, and complete the modules most appropriate for your research area (biomedical science, physical science, engineering, social science, or humanities). USP requires, at minimum, that you complete the RCR training series. We recommend that you check with your mentor to determine whether any other training modules will be required or beneficial for your project. The CITI training website is a service that MSU subscribes to, so the training will come at no cost to you. A copy of your certificate of completion must be uploaded and submitted with your end of term report in order to receive your full final payment. Please contact the USP office for further guidance. If you have previously completed RCR training relevant to your discipline, you may upload a copy of your current certificate of completion. For more information, including a list of FAQ’s, please visit the RCR page on the USP website (http://www.montana.edu/usp/rcr.php).

Student Travel
If your project involves travel, please work with your research mentor and sponsoring department to plan and document all project-related travel in accordance with MSU Travel Policies:

- http://www.montana.edu/policy/student_trips/
- http://www.montana.edu/policy/international_travel/index.html

Some student research may take place in conjunction with existing MSU coordinated trips, while other research may be more independent in nature. In either case, students are expected to work with their mentors to file the appropriate documentation with their sponsoring department(s), attend required orientations, and enroll in any required travel registries in accordance with departmental and university travel policies.

Student Research Celebration
Students conducting USP funded research during the academic year are expected to present their projects at MSU’s annual Student Research Celebration on April 15, 2016. Students must submit an abstract via our online submission form to be included in the conference program and to reserve a space/time for their presentation. We will send an email notification in late January or early February with further instructions when the abstract submission period opens. If you have an extenuating circumstance (for example, graduating in December, studying abroad, etc.) and cannot make it to the Research Celebration, please contact the USP office to make alternate arrangements to meet the presentation requirement.
Project Reports
All students conducting USP funded research are required to complete and submit the electronic report form at the end of their term of funding. The report is a questionnaire that we use to assess student outcomes and program effectiveness (please note, you are NOT required to submit a written research paper as part of your USP funding). This form can be accessed online by logging-in to the USP student dashboard (https://www.montana.edu/uspapps/). The deadlines for AY 2015-16 report submissions are as follows:

- **Fall 2015:** Dec. 11, 2015
- **AY 15-16:** May 6, 2016
- **Spring 2016:** May 6, 2016

Please note, even if you are not completely finished with your project by the report deadline, YOU MUST STILL SUBMIT A REPORT VIA THE ONLINE FORM. In the event you are still working on or finalizing your project at the report deadline, there is an option on the form to report on work still “in progress.” Please select this option, and proceed accordingly. Please contact the USP office for further questions or clarification.

Final Payments
Failure to follow-through with any of the above mentioned requirements may result in cancellation in part or whole of your final payment. If you have questions or concerns about any of the items listed above, please contact the USP office – it is your responsibility as a researcher to keep the lines of communication open if and when you have questions or concerns about meeting a deadline or requirement. We will work with you and your mentor to assist should questions arise.