**IRB Approval**

Students conducting 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/health sciences). Please consult with your mentor or contact the IRB office (994-6783) for further guidance.

**RCR Training**

All students funded by USP are required to complete **Responsible Conduct of Research** training during the term of their funding. This requirement is being implemented to achieve consistency with expectations from major federal funding agencies such as NIH and NSF. To complete this training, please create an account on the **CITI website** (<https://www.citiprogram.org/default.asp?language=english>). You will be responsible for completing the “Responsible Conduct of Research” training series – please select the module most appropriate for your research project (i.e. physical science, biomedical science, humanities, etc.). We also 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 the RCR training relevant to your discipline, you may upload a copy of your current certificate of completion.

**Mid-year Conference**

All students conducting USP funded research for the full Academic Year (i.e. Fall & Spring semesters) will be **required to attend a mid-year conference**. These are tentatively scheduled for early spring semester. A full list of meeting times will be sent via email in late January or early February.

**Student Research Celebration**

All students conducting USP funded research during the Academic Year (Fall and/or Spring terms) are **expected to present their projects at the Student Research Celebration on** **April 15, 2014**. 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 with further instructions when the abstract submission period opens. Be watching for this notification in late January or early February. 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.

**End of Term 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. This form can be accessed online through the uspapps system, by logging-in to your USP student dashboard. The deadlines for report submission are as follows:

 **Academic Year:** May 2, 2014

 **Fall 2012:** December 13, 2013

 **Spring 2013:** May 2, 2014

Please note, even if you are not completely finished with your project by the applicable report deadline listed above, 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 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.