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 Compliance
Students may be funded for research that requires compliance committee review and approval. Please consult with your mentor to determine together whether your area of research requires approval.

- Animals – any research involving live animals
  - IACUC: use of any vertebrate animal (e.g., Mice, Rats, Monkeys, Fish, Frogs, etc.)
  - AACUC: use of agricultural animals (e.g., Cows, Sheep, Chickens, etc.)
- Human Subjects (IRB): use of human subjects who participate in research (e.g., research surveys, blood draws, some tissue samples). See the IRB page on the UPS website for more details (http://www.montana.edu/usp/irb-process.html).
- Biosafety (IBC): use of biohazardous materials
  - Recombinant DNA (rDNA)
  - Genetically Modified Organisms (GMOs). Including but not limited to: Animals, plants, invertebrates, or other organisms
  - Pathogens/infectious agents (e.g., Bacteria, Fungi, Parasites, Viruses, Prions, Toxins)
  - Human and Non-Human Primate samples (e.g., Cell lines, Tissue, Blood, etc.)
  - Animals or vectors (e.g., Mosquitoes, Ticks, etc.) known or suspected to be reservoirs of infectious agents.
- Radiation (RSC): use of radiation producing devices (e.g., Lasers, X-rays) or radioactive materials (e.g., C-14, H-3, P-32, I-125, etc.)
- Conflict of Interest (COIC): student researchers may not be involved with a mentor's private business affairs or consulting outside of MSU without the prior consent of the Provost.

Compliance with university research policies is the responsibility of the student researcher and research mentor. Contact the Office of Research Compliance (http://www.montana.edu/orc/) for assistance.

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.

- **RCR completion is due by Sunday, November 07.** Auditing will be conducted through the Office of Research Compliance.

Please contact the USP office for further guidance. If you have previously completed RCR training relevant to your discipline and the certificate is still current, you are not required to complete the training again this term. For more information, including a list of FAQ's, please visit the RCR page on the USP website (http://www.montana.edu/usp/rcr-training.html).

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 an MSU bi-annual Student Research Celebration. Students **must submit an abstract via the online submission form** to be included in the conference programs and to reserve a space/time for their presentation. We will send an email notification with further instructions when the abstract submission periods open. If you have an extenuating circumstance (for example, graduating, 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.

Winter Student Research Celebration: Friday, December 10
- Submit your abstract by Sunday, November 07

Spring Student Research Celebration: Thursday, April 28

NOTE: This project requirement may be altered depending on COVID-19 restrictions.

Project Reports

All students conducting USP funded research are **required to complete and submit the electronic project report forms** at the end of their term of funding. The reports are brief questionnaires 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 will be emailed to students 2 weeks before the deadline to submit.

- The deadline for **Fall 2021** students to submit final reports is **Sunday, December 19**
- The deadline for **Academic Year 21-22** students to submit final reports is **Sunday, May 15**

Please note, even if you are not 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, you should report on the progress of your work to date and plan for completion. 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.