

# Journey Grant for Early Researchers Requirements, Terms, and Conditions

Funds may be used for up to 12 months following the date the award letter is sent.

NOTE: Awardees will automatically be added to the Blackboard organization "OUR Grant Recipients." This organization is used to manage, upload, and/or submit the award requirements and expectations below.

## Beginning of the grant period:

#### STUDENTS -

- Complete a research agreement with your mentor. This <u>research agreement template</u> 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.
- Complete any additional trainings outlined and required by your mentor.
- Register your project the semester you start working on the project; AND re-register every semester you work on the project.
- Maintain consistent effort towards your project and regular communication with your mentor.

#### MENTORS -

- Actively engage students in the discovery, inquiry, and research process of the discipline.
- Complete a research agreement with your mentee. This <u>research agreement template</u> 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.
- Provide an account chart string where the grant funds should be transferred. This can be an existing account within your department.
- Oversee the student hire procedures and coordinate with your department business manager to ensure proper and timely payment. Confirm with student they are receiving payment.
- Manage account expenditures with departmental assistance. NOTE: Account overages are the responsibility of the mentor and mentor's department.
- Confirm your mentee's engagement each semester through the <u>Research Registry</u> system.
- <u>If applicable</u>: 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 <u>Office of Research Compliance</u>.

# End of grant term:

## STUDENTS -

- Students are encouraged to participate in <u>Discover USC</u>, either by attending or presenting your research.
  - o Discover USC is held annually in mid to late April. Registration to present is required the deadline is typically in early March.
- Complete the end-of-research experience survey found in the OUR Grant Recipients Blackboard Organization.

### MENTORS -

• Guide student in their Discover USC participation, whether that be as an attendee or a presenter.