

USP Student Acceptance Agreement

Congratulations on being accepted into the USP Research Program! Let's launch your research award processing. This form contains important information regarding contracts, compliance, credits, and payments. Please read it carefully and let us know if you need any clarifications. The USP understands that the research process can change over time. If you ever have questions or need help, please feel free to reach out to us via email or visit our office in person.

Academic Credit

Since each department is responsible for administering their own research and independent study courses, the USP cannot register students for credits through another department. Please consult directly with your mentor, advisor, and department administrator for details.

Time Commitment

Academic year and summer projects for the USP require a time commitment of approximately 200 hours for full funding, while semester long projects require approximately 100 hours.

Payments

Payments are made in two lump sums with the first payment front-loaded, so students have more funding upfront to work with. Final payments are contingent on completion of program requirements. You'll soon receive a Fellowship Appointment form to complete for payment processing. ***Please monitor ALL your email inboxes for this form, including Spam folders.***

The Fellowship appointment form requires that you **upload banking documentation** to make the payment directly deposited into your bank account. You'll be asked to enter your bank account number and bank routing number. These numbers can be found on a check or Bank Verification Letter. Your bank statement may show your account number, but it most often does not show the routing number. You can usually find this information under account details online. If you are having difficulties finding these documents, please contact your bank or the USP office for help.

Payments go through the state and can take a while to process. The policy is generally that if the Fellowship form is signed and complete by the 15th of the month, your first payment will be the first of the following month, and payment is usually by check. The second payment is generally through direct deposit. Payments sometimes take longer than expected to process. Please contact the USP office if you have questions about your payment.

Student Contract

I accept this award with the understanding that the program requires me to:

- 1) Work with my faculty mentor as outlined and approved in my application and proposal.
- 2) Complete the **Responsible Conduct of Research (RCR)** training appropriate for my discipline. Your mentor is the best resource to ensure that you are in compliance during your research experience. There may be additional trainings you need to take depending on your research. If you or your mentor have questions, feel free to reach out to usp@montana.edu and/or contact the [Office of Research Compliance](#) at MSU. These trainings are funded by MSU. Make sure to follow the instructions and links we provide for the various trainings to avoid any personal payments. If you're having issues getting into RCR (CITI) and/or the IRB platforms as an MSU student, please let us know.
- 3) Submit the survey report, emailed 2 weeks before the conclusion of your award period, at the conclusion of the funding period. The final report verifies that that you have met the terms of your undergraduate research. Be prepared to answer questions about your project, whether

you completed your planned research and where you presented your results. We also ask questions about your future plans and request contact information so we can follow up with you about your future achievements.

- 4) Give a public **presentation** of my work that acknowledges USP's financial support as well as any other funding sources. USP students are expected to present their research at the MSU Student Research Celebration unless other arrangements are made in advance with your mentor and the USP office.
- 5) Follow-through with MSU and USP **research policies** (including but not limited to IRB, IACUC, Student Travel, etc.), as applicable to my project/term of funding.
- 6) Be enrolled as a **full-time** student during the term of my funding unless a prior exception was granted, say for a graduating senior.
- 7) Stay in contact with the USP office regarding any **significant changes** in my project's scope or direction, delays in my project report, and/or changes to my presentation plans.
- 8) **Acknowledge** USP, INBRE, or other applicable funding support in any presentation, publication, and/or media information that refers to your project.

I further understand that failure to meet these requirements may jeopardize my eligibility for future awards and/or result in cancellation of my final payment.

Student Name (printed)

Last 4 digits of Student ID #

Student Signature

Date

Photo Permission: USP is creating a database to archive program-related photos. These photos may be used to update the USP website and/or be included in printed program materials. May USP use photos that include you and/or your project for these purposes?

- Yes
 No

May we share these photos with program sponsors (MSGC, Academic Colleges, etc.)?

- Yes
 No