



Undergraduate Research Mini-Grant Guidelines and Requirements

Grant Period: The project period is 12 months. The project period concludes on the project end date, when you graduate or when you leave USC, *whichever is first*.

- For December awards, the grant period is January 1-December 31 of the award year (1/1-12/31).
- For May awards, the grant period is June 1 of award year-May 31 of following year (6/1-5/31).

Grant guidelines and requirements:

- 1) Complete the [CITI Responsible Conduct of Research](#) (RCR) on-line training online. *Note: RCR is NOT the same as Human Subjects Training; however RCR IS the same training required for NSF/NIH funded projects.* Proof of certification from CITI training must be uploaded to the OUR Grant Recipients organization on Blackboard.
- 2) Fulfill compliance requirements for projects involving human or animal subjects and/or research abroad. See page 2.
- 3) Maintain consistent effort towards the completion of the project throughout the grant period. This is evaluated each semester by the research mentor through the [Research Registry](#) system. The student must register when you begin the research and **re-register every semester of project work**.
- 4) Attend at least one professional development workshop each semester hosted by the Office of Undergraduate Research. The schedule of workshops is [found here](#).
- 5) Present research at one of two USC sponsored events: [Spring Discover USC](#) (*preferred*) or the Summer Research Symposium. If you have concerns regarding your presentation and intellectual property rights, please contact the Office of Technology Commercialization at 803-777-9515.
- 6) Submit a brief, end-of-experience survey: Your survey response is due 1 month after completion of the project or prior to graduation, *whichever is first*. The survey link is found on the OUR Grant Recipients organization on Blackboard.

Expenditures: Established University procedures must be followed when using project funds. Pay special attention to policies and procedures related to items such as purchasing, travel, and participant support.

- **Funds may only be used for the awarded student(s) and project. Funds for this award cannot be used to clear the overages on other awards or projects.**
- Compensation (of any form) for faculty, graduate students, or any student other than awardee(s) is not permitted.
- Expenditures must be in compliance with the allowable and unallowable costs described on the website.
- Account overages are the responsibility of the mentor's department.
- Funds remaining for any reason, including student leaving the project, **if \$100 or over**, must be

returned to the Office of Undergraduate Research. Email our@sc.edu to initiate this process. Account balances below \$100 can be transferred to the mentor's research incentive fund or department account.

Compliance issues:

- 1) If your project includes the use of humans as research subjects,
 - Review [these guidelines](#) with your mentor to determine if additional IRB oversight is required. Most projects will not require IRB approval, however, if it does: the portion of the project involving humans may not begin until IRB approval has been obtained.
 - All students working with human subjects, regardless of IRB oversight, must complete CITI Human Subject on-line training in addition to the CITI Responsible Conduct of Research (RCR) training required of all students. Certificates of completion must be uploaded to Blackboard. Follow the [CITI training guide](#) for assistance.
- 2) If vertebrate animals are used in your project,
 - The project must have a valid IACUC approval number. For questions, speak with your mentor and/or the [IACUC office](#).
 - Connect with your mentor to determine the specific animal use training that applies to you and your project. Once complete, you must upload the certificate(s) of completion to Blackboard.
- 3) Mentors are also responsible for compliance with University, state, and federal requirements relating to the use of radioisotopes and biohazardous materials. Student training is provided through the [Office of Environmental Health and Safety](#).

Research abroad: Projects involving international travel must be approved by the Education Abroad Office. Students MUST comply with all requirements of the Education Abroad Office, including insurance and pre-departure training. Should your travel be deemed unsafe for any reason **at any time**, the Undergraduate Research Mini-Grant program will follow the recommendations of the Education Abroad Office and has the right to deny and/or revoke funding.

Presentations and publications: Any presentations and publications produced as a result of this award must contain an acknowledgment of support such as: "This work is partially supported by a grant from the University of South Carolina Undergraduate Research Mini-Grant Program."

Intellectual property: All projects are subject to the USC Intellectual Property Policy. Direct questions to the [Technology Commercialization Office](#).

Extensions: Please note the project period for this grant as extensions will not be allowed. The PI and department business manager will be notified at 90, 60 and 30 days before the end date. Any unspent balances over \$100 will be returned to the Office of Undergraduate Research.

Research registry: The OUR is charged with determining the number of undergraduate students engaged in research at USC, including students in paid positions, volunteers and students engaging in research for academic credit through independent studies.

- Students should register their project through the **Research Registry** at the beginning of each semester, and faculty will verify the experience at the end of the semester.
- The **Research Registry** is also used to verify experiences for students pursuing Graduation with Leadership Distinction in Research.
- More information is available on [the rubric](#).