



Magellan Journey

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 "Magellan Programs." This organization is used to manage, upload, and/or submit the award requirements and expectations below.

Beginning of the grant period:

STUDENTS -

- Complete the [CITI Responsible Conduct of Research](#) (RCR) on-line training. Use our [How-To Guide \[pdf\]](#) to access CITI training. Proof of certification from CITI training must be submitted **prior** to award release. *Note: RCR is NOT the same as Human Subjects Training; however, RCR IS the same training required for NSF/NIH funded projects.*
- Complete a research agreement with your mentor. This [research agreement template](#) 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.
- [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 [research agreement template](#) 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.
- 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 [Research Registry](#) system.
- If applicable: 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 [Office of Research Compliance](#).

End of grant term:

STUDENTS -

- Students are encouraged to participate in [Discover USC](#), either by attending or presenting your research.
 - Discover USC is held annually in mid to late April. Registration to present is required – the deadline is typically in early March.
- Submit, *at minimum*, two "in action" pictures of you engaging in your research project: at least one must be with both the student and mentor (additional pictures are welcome and may include additional project personnel). Submit through Blackboard – Magellan Programs organization.
- Complete the end-of-research experience survey. Additional information about the survey will be available later this semester.

MENTORS -

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