



Journey Grant for Early Researchers Guidelines and Requirements

Grant Period: The project period is a maximum of 12 months. Funds may be used for up to 12 months following the date the award letter is sent.

Students 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.

Requirements prior to the transfer of grant funds:

- 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.
- Mentors must provide account chart strings for where the grant funds will be transferred (student salary - \$1000 and faculty portion - \$500). These can be existing accounts within your department or a new project account requested by your department business contact.

Grant guidelines and requirements:

STUDENTS -

- Maintain **consistent effort** towards your project and regular communication with your mentor.
- Complete any additional trainings 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.
- Attend at least one professional development workshop each semester hosted by the Office of Undergraduate Research. The schedule of workshops is [found here](#).
- Take part in a mid-year check-in with the Office of Undergraduate Research, held on Friday, January 29, 2027. Additional details will be shared via email.
- Participate in [Discover USC](#), either by attending or presenting your research.
 - Discover USC is held annually in 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.
- Submit the Journey program assessment – sent by OUR before the end of the spring semester.

MENTORS -

- Actively engage students in the discovery, inquiry, and research process of the discipline.
- Oversee the student hire procedures and coordinate with your department business manager to ensure proper and timely payment. Confirm with the student that they are receiving payment.
- Manage account expenditures with departmental assistance. The \$1000 student grant award may only be used for student wages. The \$500 mentor funds may be used to support the project at the faculty member’s discretion (materials and supplies, stipend for faculty, additional wages for student, etc.) while following university policies that govern the designated account.
- NOTE: Account overages are the responsibility of the mentor and mentor’s department.

- Ensure your student has submitted to the [Research Registry](#) system and confirm their engagement each semester.
- Guide the student in their Discover USC participation, whether that be as an attendee or a presenter.
- Submit the Journey program assessment – sent by OUR before the end of the spring semester.
- 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](#).