

MONTANA TECH UNDERGRADUATE RESEARCH PROGRAM

APPENDIX E

Requirements

Orientation:

Students and their mentors, who have submitted successful proposals, MUST attend a mandatory URP orientation and the Responsible Conduct of Research (RCR) session if the student has not attended RCR at Montana Tech within the past 4 years. The purpose of the orientation is to review student and mentor obligations, summarize any new policies and rules, and file the paperwork needed for the payment of the student scholarship and mentor allowances. The orientation session will also provide the opportunity for undergraduate researchers and mentors to get answers to any questions they may have. (In the event that multiple orientation sessions are held, it is recommended, but not required, that student/mentor pairs attend the same session.)

URP Paperwork:

Students must complete an undergraduate research packet, which will be distributed at the above mentioned orientation session. Additionally, in order to be eligible to receive reimbursement for travel or purchasing of supplies, students must complete a W-9. This form is available from the Research Office.

UPR Scholarship Information (See RAMP & SURF Guidelines):

Participating students will receive a scholarship of \$1,000 or \$1,500 (See eligibility policy below) and research mentors will receive a \$300 allowance per URP project. Mentors are responsible for supervising the project, mentoring the student, and verifying to the URP office that their mentored students are making adequate progress on their research projects throughout the period. They are required to report to the URP office if adequate progress is not being made.

Scholarship Eligibility Policies:

Students must be registered for 12 credit hours for a full scholarship of \$1,500 (Highland Students may choose to register for 9 credits for a reduced scholarship of \$1,000) to be eligible for URP, and students may not drop below this registration during all semesters that they are engaged in the project. In addition, they must register for at least 1 credit hour of Undergraduate Research during all semesters that they are actively engaged in URP-funded research. Projects may be initiated during the summer; however, no summer registration is required. Scholarship funds are only dispersed toward the beginning of the fall and spring semesters. The scholarship will not be distributed during the summer months, regardless of when the project is initiated. (12 credits plus one URP=13 credits minimum for full scholarship for Tech/Highlands students) or (9 credits plus one URP = 10 credits for Highlands students for a reduced scholarship).

IMPORTANT:

A student who has failed to complete a previous undergraduate research project satisfactorily may be deemed ineligible for the program. A student who does not satisfactorily complete the first semester of the project or at least 9 course credits (Highlands) or 12 course credits (North Campus) may be deemed ineligible for participation during spring semester.