APPENDIX E

Orientation, Required Paperwork, and Scholarship Disbursement Policies

Orientation:
Students and their mentors who have submitted successful proposals MUST attend a mandatory URP orientation/Responsible Conduct of Research session. 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 stipend. 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.

Scholarship Information:
Participating students will receive a scholarship of $1,500, and research mentors will receive a $300 stipend per project. Mentors are responsible for verifying that their mentored students are making adequate progress on their research projects throughout the funding period, and are required to report to the URP office if adequate progress is not being made.

Scholarship Eligibility Policies:
Students must be registered 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, scholarship funds are only dispersed toward the beginning of the fall and spring semesters, meaning that remuneration will not be distributed during the summer months, regardless of when the project is initiated.

IMPORTANT:
Please note that students are not permitted to withdraw from the Undergraduate Research Program after they have received a scholarship payment. Students may withdraw from the program prior to receiving payment, but should notify urp@mtech.edu of their intent to do so as soon as possible. However, students who receive scholarship funds must present their results or receive an “F” grade in their undergraduate research course, and may be required to reimburse the Undergraduate Research Program for any funds dispersed prior to their withdrawal.