Undergraduate Research Opportunities Program
UNIVERSITY OF COLORADO BOULDER
SPECIAL UNDERGRADUATE ENRICHMENT PROGRAMS

Application Guide
Student Grants

2020 Summer and 2020-21 Academic Year Projects

Students proposing projects for the 2020 Summer and/or 2020-21 Academic Year grant terms must apply by

February 14, 2020
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Introduction

The Undergraduate Research Opportunities Program (UROP) offers a range of flexible funding options for students at the University of Colorado Boulder to form partnerships with faculty for research, scholarly and creative projects in all majors and fields of study.

This guide is intended to help students successfully apply for UROP funding and is specific to the application cycle for Summer 2020 and Academic Year 2020-21. Students are encouraged to share this guide with their mentors and advisors as they develop projects and prepare proposals for funding.

Additional information and resources are available at www.colorado.edu/urop. Examples of previously funded projects are included in the “UROP Grant Directory.” Information about other funding opportunities and campus programs are included on the “Resources” page.

All UROP applications must be submitted online by the deadline to be considered for funding; UROP does not accept paper or late submissions. To apply, visit colorado.edu/urop/apply.

Grant Types and Terms

Students may apply for the following grant types.

- **Assistantships** (with stipends from $1,000 to $2,000) allow students to assist a mentor on a project and do not require an original proposal.

- **Individual Grants** (with stipends from $1,500 to $3,000) allow students to take ownership of part or all of a project with an original proposal.

  **Note:** UROP pays funding directly to students in one lump-sum near the beginning of the grant term (minus expenses designated by the mentor for the department.)

Though all proposals are awarded on an annual basis with one deadline around mid-February, eligible undergraduates may apply for funding in the following grant terms.

- **Summer** term proposal timelines should span most of the award period (from the end of the Spring term to the beginning of the Fall term) and come to a distinct, if not final, conclusion by the end of the term.
- **Academic Year** term proposal timelines should span most of the award period (from the beginning of the Fall term to the end of the Spring term) and come to a distinct, if not final, conclusion by the end of the term.

**Note:** UROP does not offer fall or spring-only grants; Academic Year awards include both the fall and spring semesters.

**General Guidelines**

Students may apply for more than one grant type and/or grant term, but they must submit separate applications for each and can only accept one grant per term. Students may also submit similar proposals for different grant terms but should ensure proposal timelines are appropriate for the term.

Students are allowed to submit proposals for continuing projects that extend beyond the grant term, but all proposals should come to a distinct, if not final, conclusion by the end of the term. Students submitting proposals for continuing projects spanning more than one grant term should clearly state end points in each proposal. Applications with proposals for continuing projects are evaluated and awarded independently.

There is currently no limit on the total number of UROP grants a student may receive as an undergraduate at CU Boulder. But students may not receive concurrent funding from UROP and CU Boulder’s Biological Sciences Initiative (BSI); students may withdraw accepted UROP grants to participate in BSI.

**Student and Mentor Eligibility**

To be eligible for funding, students must be full-time, degree-seeking undergraduates at the University of Colorado Boulder based on the following enrollment guidelines:

- **Academic Year** term applicants must be enrolled in at least 12 credit hours in the Fall and Spring semesters.

**Note:** Students graduating in the Fall Term (December) may apply for Academic Year Grants if they meet all other eligibility criteria and should be aware of the guidelines noted under “Additional Guidelines and Special Circumstances.”

- **Summer** term applicants must not graduate before the end of the summer term, but are not required to be enrolled in coursework.
Faculty Mentor Requirement

All students grants must be supervised by an eligible faculty mentor. Tenured/tenure-track, research faculty and contract instructors, including faculty from the University of Colorado Anschutz and Denver campuses, are eligible to be mentors. Graduate students or post-docs may serve in a supervisory role, but the faculty mentor must provide some direct mentoring to the undergraduate.

Finding a Faculty Mentor

Consider the following pathways to identifying a mentor working in an area of interest to you and refer to “Connecting with Faculty” for information about making contact.

CU EXPERTS

CU Experts is a research and expertise discovery database that is searchable by department, research areas, international activities, etc. Explore at https://experts.colorado.edu/

Note: Search potential career paths with Career Services to identify areas of interest and potential search terms.

DEPARTMENT/PROGRAM WEBSITES

Most departments and programs include a directory of faculty on their websites, which often has information about individual research expertise and current activities.

RESEARCH INSTITUTES/CENTERS

CU Boulder’s 11 research institutes account for more than half of all sponsored research dollars at the university. There are also nearly 90 research centers at CU Boulder in all fields of study from the arts and humanities to the social and natural sciences to engineering, business and law. Explore at

- https://www.colorado.edu/research/research-institutes/
- https://www.colorado.edu/research/research-centers
UROP WEBSITE

The UROP website includes a “Grant Directory” of recently-funded projects that notes the name of the project’s faculty mentor and provides profiles of faculty on the “UROP Symposium” event pages.

CAMPUS COMMUNITY

Talk to your community of professors, advisors and peers about the research, scholarly and creative work of interest to you.

Connecting with Faculty

The selection of a faculty mentor to guide your academic development and supervise your work is one of the most important aspects of the UROP process—and often one of the most challenging. Start early and look for the best match for you considering your interests, personality, learning preferences, availability and goals.

PREPARING TO MEET

Before you meet with a potential mentor you should consider what you want from your research, scholarly or creative project experience and learn as much as possible about the faculty member’s work. Read at least one of their recent publications, which are usually listed on their department website profile. Reach out using the “first contact” email template below.

FIRST CONTACT EMAIL TEMPLATE

Dr./Professor <YOUR CONTACT’S LAST NAME>,

I’m a <# YEAR> student studying <MAJOR(S)/MINOR(S)> and currently exploring opportunities for undergraduate research, scholarly and creative work. I learned about your work <FACULTY’S EXPERTISE—E.G. “IN ARCTIC ECOSYSTEMS”> on the department’s website and would appreciate the opportunity to talk with you about it.

Then, explain the following:

What interests you and what questions you have about their work—e.g. “I read your article on...and am interested in learning more about...” The better informed you are about their work, the more productive your conversations will be.
How their work advances your academic and professional goals—e.g. "I plan to...and think experience with...will help me..."

What you bring to the potential partnership, noting relevant strengths, previous experiences, courses taken, and current activities—e.g. "I’m comfortable doing..., have experiencing working with..., have taken courses in..., and am currently..." You might consider attaching a resume or CV.

I’m available for a meeting or phone call at the following dates/times and am happy to find other times as needed.

Note when you are available to meet with as much flexibility as possible—not just your preferred times.

I look forward to hearing from you.

Sincerely,

Your Full Name and Contact Information—i.e. email, phone, etc.

MEETING GOALS

- Get to know one another
- Define your working relationship
- Discuss preferred communication methods
- Establish expectations
- Outline project and learning goals
- Learn about required skills, training, prerequisites, etc.

DISCUSSION QUESTIONS

- What is your approach to working with undergraduates?
- What methods (resources, tools, theories, etc.) do you use in your work?
What skills (training, certifications, course pre-requisites) would I need to work with you?

How do you prefer to communicate (email, phone, text, etc.)?

What initially interested you about your field of study?

How did you get started? Who helped?

What questions keep you going?

What do you hope your work will accomplish?

Is your work more individual or team-based?

If the work is team based, how often do members meet? Who are the other members?

Can we meet again?

Additional Guidelines and Special Circumstances

Course Credit

Students may earn course credit for their project activities while receiving UROP funding in the following circumstances:

- The student is enrolled in an independent study course with their project mentor;

- The student is enrolled in a thesis or thesis prep. course.

Students may not receive UROP funding for a course with a research component, such as a CURE (course-embedded research experience). Faculty interested in organizing a research team and/or supporting collaborative projects may consider applying for a UROP Team Grant.
Student-Athletes

Because UROP Grants are categorized as income, all student-athletes regardless of sport or scholarship status, may receive funding without financial aid implications. But student-athletes must report the award to CU Athletics.

Concurrent Degrees

Students pursuing concurrent Bachelor’s/Master’s degrees are eligible for UROP funding until they transition to “graduate status.” Starting Fall 2019, students in concurrent programs will graduate with their Bachelor’s degree once they complete their undergraduate degree requirements and will continue as graduate students to the completion of their Master’s degree. Up to twelve credit hours of graduate-level work taken as an undergraduate may count toward the Master’s degree. Students should consult with their departmental advisors about their program guidelines before applying for UROP funding. Refer to the Graduate School’s Guidelines for Concurrent Degree Programs for additional information.

Fall (December) Graduates

Students graduating in the Fall Term (December) may apply for Academic Year Grants if they meet all other eligibility criteria and should be aware the following guidelines:

- Fall graduates will only be awarded half the value of the grant funding amount (disbursed at the beginning of the Fall term).
- Students must indicate the intent to graduate in the Fall when applying; failure to note accurate graduation plans could result in forfeiture of UROP funding.
- The Progress Update and Final Survey deadlines will be earlier for students graduating in the Fall term (December).

International Students

International students may apply for UROP Grants if they meet all other eligibility criteria and should be aware the following guidelines:
FINANCIAL AND TAX INFORMATION

Student stipends offered by the Undergraduate Research Opportunities Program (UROP) are fellowships/stipends and are not employee compensation. UROP provides support for undergraduates who do research and creative work. Although UROP stipend payments are administrated through the university’s payroll office (Employee Services), they are not considered payroll wages.

“Nonresident aliens” (a potentially offensive legal term used here to align with state and federal law) are subject to federal income tax withholding; thus, should schedule an appointment a university International Tax Specialist. The university is required to report the payments on federal form 1042-S.

SOCIAL SECURITY NUMBER (SSN)

Students without a social security number will need to apply for one to complete the payroll enrollment process even if they have an Individual Tax Identification Number (ITIN).

ASSET/DACA Students

We are committed to ensuring access to funding for ASSET/DACA students. Currently, ASSET/DACA students are not required to complete any additional paperwork to receive funding.

University Compliance

The University of Colorado Boulder is committed to scientific and ethical integrity as well as academic excellence in all research activities with which our students, faculty and staff are associated. The Office of Research Integrity (ORI, Compliance) supports those needs in regards to animal care and use, human research, research misconduct, and the responsible conduct of research. Learn more at https://www.colorado.edu/researchinnovation/ori

Students applying for UROP Grants are subject to all ORI compliance guidelines and should be aware of the following requirements. Depending on the proposed project, students and faculty mentors may need to respond to additional prompts in the UROP application and endorsement forms. Students should be aware that some compliance procedures may require action before award decisions are sent.
**International Travel**

UROP funding can be used to cover travel expenses for the purpose of conducting project activities both domestically and internationally, but UROP does not fund travel solely for "education abroad." Proposals must justify the need to do research or creative work abroad.

**Note:** UROP funding should not be used for travel to participate in a conference. Students should apply for a Professional and Academic Conference Endowment (PACE) Grant to offset the cost of participating in a conference. Information about PACE is available at [https://www.colorado.edu/pace/](https://www.colorado.edu/pace/)

If traveling internationally, students must participate in the International Travel Registration program supported by Education Abroad (EA). Students are responsible for the cost of the program; contact registertravel@colorado.edu for details.

In accordance with university policy (stated below), UROP will notify Education Abroad of all students proposing projects involving international travel. Notices are sent as faculty mentors complete and submit the “Mentor Endorsement” form, and students are expected to follow-up with EA representatives in a timely manner.

Students proposing travel to international locations will be contacted by EA about the International Travel Registration process and are required to respond to all requests for additional information or risk eligibility for UROP funding. Students are not required to complete the registration process before award decisions are sent, but they must consult with an EA representative to determine if additional compliance procedures are necessary and to establish a timeline appropriate for their travel plans. EA will confirm compliance with university registration guidelines as funding is paid.

**TRAVEL TO LOCATIONS WITH TRAVEL ADVISORIES**

Travel to locations with active travel advisories require an appeal from the campus International Risk Committee, which can take several months to complete. Students are required to complete the appeals process before the UROP award acceptance deadline, so UROP advises students to begin the process as early as possible. Students will be asked to attach confirmation of successful appeals to their award acceptance email.
Note: Students proposing travel to locations with active travel advisories will need to follow up with representatives from EA before award decisions are sent in order to complete the appeal review process before the UROP award acceptance deadline.

UNIVERSITY INTERNATIONAL TRAVEL POLICY

International travel involving students that is CU Boulder-sponsored, CU Boulder-affiliated, or related to a CU Boulder activity/program must be registered with CU Boulder Education Abroad, as outlined in the policy. Such travel includes, but is not limited to, activities such as international travel that is part of a class or is sponsored by an academic unit or faculty member; international service learning, volunteering, or research (when it is required by a CU Boulder degree program); recognized student organization trips abroad; and attending international conferences.

UROP will not fund travel to or research in countries or regions of countries that have not been approved for student travel by the campus International Risk Committee.

If the U.S. Department of State has issued a Level 4 (“Do Not Travel”) Travel Advisory related to a country, CU Boulder will not approve student travel to that country. If the U.S. Department of State has issued a Level 3 (“Reconsider Travel”) Travel Advisory, CU Boulder will not approve student travel to that country unless an appeal has been granted by the campus International Risk Committee. This also includes Level 2 countries (“Exercise Increased Caution”) with one or more region(s) listed as “Do not Travel” or “Reconsider Travel”.

Note: The IRC may withdraw approval for international programs at any time based on changes in the security, health or safety situation of a location. Additionally, the IRC may request a review of travel plans for approval at any time, regardless of the current US Department of State Travel Advisory level.

ADDITIONAL APPLICATION PROMPTS FOR PROJECTS INVOLVING INTERNATIONAL TRAVEL

- 100 words maximum: Explain 1) which countries you plan to visit, 2) when you plan to travel, and 3) why your project requires travel to these locations.

- List the countries you plan to visit (e.g. “England, Spain, China, etc.”).

- What month AND year do you plan to DEPART?
Working with Human Subjects

All UROP projects involving human subjects must comply with the guidelines included below and may require students to complete additional steps in the application and award process.

WHAT IS THE IRB?

The Institutional Review Board at CU Boulder is responsible for the review of all human subject research when conducted by the university’s faculty, staff, students or other affiliates and agents. All personnel conducting research with human subjects must be appropriately qualified and trained. Visit the IRB website to learn more about the requirements for conducting human subject research.

Note: The IRB website provides an interactive decision tool to help you decide if your project requires IRB review at colorado.edu/researchinnovation/irb/getting-started/does-my-research-require-irb-review.

Note: The Responsible Conduct of Research (RCR) course is separate from the human research courses and does not satisfy IRB requirements.

HOW DO I COMPLETE IRB TRAINING?

If you have questions about the IRB and human subject research training, talk to you mentor as soon as possible and review the resources and guidelines on the IRB website at colorado.edu/researchinnovation/irb.

ADDITIONAL APPLICATION PROMPTS FOR PROJECTS INVOLVING HUMAN SUBJECTS

If applying for an Assistantship:

- **Yes/No**: Have you completed training in human subject research (IRB)?
  - **If Yes** – Attach your IRB training completion certificate.
  - **If No – 100 words maximum**: Explain your plan to complete the IRB training requirements for human subject testing.

If applying for an Individual Grant:

- **Yes/No**: Have you completed training in human subject research (IRB)?
If Yes – Attach your IRB training completion certificate.

If No – 100 words maximum: Explain your plan to complete the IRB training requirements for human subject testing.

- Yes/No: Has your project been approved by the IRB?

- If Yes – Attach your IRB approval.

- If No – 100 words maximum: Explain your plan to receive IRB approval for your project, noting how you will identify and protect subjects during and after the project.

Working with Animal Subjects

All UROP projects involving non-human animal subjects must comply with the guidelines included below and may require students to complete additional steps in the application and award process.

WHAT IS THE IACUC?

The Institutional Animal Care and Use Committee (IACUC) consists of scientists, non-scientists and community members with the goal of facilitating ethically responsible non-human animal research. All personnel conducting research with vertebrate animals must be appropriately qualified and trained before working with animals. Visit the IACUC website to learn more about the requirements for conducting animal research.

Note: The IACUC website includes a detailed guide to “Getting Started” that outlines the requirements for conducting animal research at colorado.edu/researchinnovation/iacuc/getting-started.

HOW DO I COMPLETE IACUC TRAINING?

If you have questions about the IACUC and animal subject research training, talk to you mentor as soon as possible and review the resources and guidelines on the IACUC website at colorado.edu/researchinnovation/iacuc.

ADDITIONAL APPLICATION PROMPTS FOR PROJECTS INVOLVING ANIMAL SUBJECTS

If applying for an Assistantship:

- Yes/No: Have you completed training in the care and use of animals (IACUC)?
If Yes – Attach your IACUC training completion certificate.

If No – 100 words maximum: Explain your plan to complete the IACUC training requirements for non-human animal subject testing.

If applying for an Individual Grant:

- **Yes/No:** Have you completed training in the care and use of animals (IACUC)?
  
  - **If Yes** – Attach your IACUC training completion certificate.
  
  - **If No – 100 words maximum:** Explain your plan to complete the IACUC training requirements for non-human animal subject testing.

- **Yes/No:** Has your project been approved by the IACUC?
  
  - **If Yes** – Attach your IACUC approval.
  
  - **If No – 100 words maximum:** Explain your plan to receive IACUC approval for your project, noting how you will identify and protect subjects during and after the project.

  **Note:** If you have not completed IACUC training and attached your certificate, you will be expected to follow through with training plan outlined in the application. If your project requires IACUC approval and you have not attached your approval, you will be expected to follow through with the approval plan outlined in the application.

**Working on NSF and/or NIH-Funded Work**

**UROP requires all students participating in projects involving NSF or NIH grant-funded work to complete the Responsible Conduct of Research (RCR) training appropriate for the agency, which is an extension of the university’s policy stated below.**

**ADDITIONAL REQUIREMENT TO ACCEPT AN AWARD OFFER**

Students offered UROP funding for projects involving NSF or NIH grant-funded work must attach their training completion certificate to their award acceptance email, regardless of the project’s proposed timeline.
Note: The requirements to complete RCR training can vary by grant-funding agency; UROP advises applicants to talk to their mentors about and make plans to complete RCR training as soon as possible.

UNIVERSITY POLICY

CU Boulder encourages all faculty, staff, and trainees (i.e., undergraduate and graduate students and postdoctoral fellows) involved in research to obtain instruction in the Responsible Conduct of Research (RCR) that is appropriate for their level of education, training, responsibility, and discipline.

Presently, the following research personnel are required to complete training in RCR:

- Any student or postdoctoral fellow who is paid by a National Science Foundation (NSF) grant;
- Trainees supported by specific awards (institutional training grants, educational grants, and research career development awards) from the National Institutes of Health (NIH).

Note: UROP expands this definition to include all recipients of UROP funding working on NSF and/or NIH-funded work.

WHAT IS RCR?

The National Institutes of Health (NIH) defines the Responsible Conduct of Research (RCR) as “the practice of scientific investigation with integrity. It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scientific research.” The goal of RCR education at CU Boulder is to inform all individuals engaged in the research process about the key issues, current standards, and best ethical practices.

HOW DO I COMPLETE RCR TRAINING?

If you have questions about training in the responsible conduct of research, talk to your mentor as soon as possible and review the resources and guidelines on the RCR website at colorado.edu/researchinnovation/rcr.
ADDITIONAL APPLICATION PROMPT FOR PROJECTS INVOLVING NSF/NIH-FUNDED WORK

- **Yes/No:** Have you completed training in the responsible conduct of research (RCR)?
  - **If Yes** – Attach your RCR training completion certificate.
  - **If No** – 100 words maximum: Explain your plan to complete the RCR training requirements for working on NSF and/or NIH-funded research.

*Note: If you have not completed RCR training and attached your certificate, you will be expected to follow through with training plan outlined in the application.*

Review Process and Evaluation Criteria

UROP Student Grant applications are evaluated in a double-blind review process in which the committee members (organized by project category) cannot identify student or mentor. The evaluation criteria for Assistantships and Individual Grants is listed below.

*Ensuring Blind Review*

UROP proposals must not contain the student, mentor, or additional supervisor's personal information to ensure the integrity of the blind review process. Make the following substitutions in your proposal:

- "student" for the student's name
- "mentor" for the mentor's name
- "additional supervisor" for the additional supervisor's name
- "lab/research team" for the lab or research team's name
- "they" for gendered pronouns (s/he)
Project Categories

UROP Grant proposals are evaluated by one of six faculty review committees organized by the following disciplinary categories (selected at the time of application). Students and faculty should select the category that most appropriately describes the proposed project. For interdisciplinary projects, students and faculty should select based on the project’s focus.

- Arts and Humanities
- Business
- Education
- Life/Bio-Sciences
- Math, Physical Sciences and Engineering
- Social and Behavioral Sciences

**Note:** Faculty review committees will be composed of a broad range of experts in these disciplinary areas, and individual members may not be familiar with some disciplinary-specific language or jargon in a particular field. Students are advised to use jargon sparingly but may assume reviewers are familiar with more widely known terminology in the field.

Evaluation Criteria

UROP proposals are evaluated by at least two members of the faculty review committee, who each assign sub-scores based on the criteria and scale below. Proposals presenting a conflict of interest for the reviewer will note conflicts in the evaluation process, and those proposals will be reassigned to other faculty reviewers.

**SCALE**

9 (Exceptional) to 1 (Poor)
CRITERIA FOR ASSISTANTSHIPS

- **Background and Context:** The project proposal's objectives are clearly positioned within the "bigger picture" of the disciplinary frame or wider context.

- **Methodology and Strategy:** The project proposal clearly demonstrates the student has or will acquire the skills and training required to conduct the project.

- **Scale and Scope:** The project proposal achieves meaningful learning outcomes in the award period without interfering with regular coursework and extracurricular obligations, including a timeline of activities.

- **Relevance:** The project proposal advances the student's academic goals and/or professional aspirations.

CRITERIA FOR INDIVIDUAL GRANTS

- **Background and Context:** The project proposal's objectives are clearly positioned within the "bigger picture" of the disciplinary frame or wider context.

- **Methodology and Strategy:** The project proposal clearly explains the methodology and/or strategy to achieve meaningful outcomes and objectives.

- **Scale and Scope:** The project proposal achieves meaningful learning outcomes in the award period without interfering with regular coursework and extracurricular obligations, including a timeline of activities.

- **Relevance:** The project proposal advances the student’s academic goals and/or professional aspirations.
Resources and Materials: The project proposal makes thoughtful, efficient use of available resources.

Originality and Creativity: The proposal demonstrates originality of thought and creativity in approach and project design.

Project Proposal

Your UROP project proposal explains the “what,” “how,” “when,” and “why” of the research, scholarly or creative work you plan to do in partnership with your faculty mentor—and, if applicable, additional supervisors. Proposals also explain your “learning objectives,” or what you intend to learn as you work with your mentor.

Proposal prompts (included below) vary by grant type (assistantship or individual grant) but are standardized for all disciplinary categories and include a few alternative prompts for creative and performance projects.

Note: UROP advises students to work with their mentors to develop their proposals and to be attentive to the guidelines in preparing for university compliance procedures.

Assistantships

Because Assistantships support students helping faculty on their projects (current, on-going or planned), these proposal prompts ask students to describe their mentor’s work with a clear timeline, explain what they need to do in order to help, and reflect on what they plan to learn.

BACKGROUND AND CONTEXT

100 word maximum: State the specific objectives/purpose of your mentor’s project. Explain the project’s relevance and who stands to benefit.

- Alternative Prompt for Creative/Performance Projects: Tell us the objectives/purpose of your mentor’s project,
explaining the points of curiosity from which you’re starting, hypothesis or question you’re exploring and the guiding principles of the work. Discuss where and when the final project will be exhibited, displayed or performed.

**METHODOLOGY AND STRATEGY**

- **100 word maximum:** Note any experience, training and/or coursework required to conduct this project, and explain how you are preparing.

**TIMELINE**

- **150 word maximum:** Outline the major phases of your project, providing a timeline of activities.

**LEARNING OBJECTIVES**

- **100 word maximum:** Describe how this project advances your personal, academic and/or professional goals, including how it fits within your degree plan.

*Individual Grants*

Because Individual Grants require students to take ownership of at least part of their proposed research, scholarly or creative project, these prompts ask students to describe the purpose and context of their project, explain how they intend to do the work with a clear timeline, note how they will acquire the resources and materials for the project, and reflect on what they plan to learn.

**BACKGROUND AND CONTEXT**

- **100 word maximum:** State the specific objectives/purpose of your project and, if applicable, of the larger project within which yours is embedded. Explain the project’s relevance and who stands to benefit.
- **Alternative Prompt for Creative/Performance Projects**: Tell us the objectives, points of curiosity from which you’re starting, hypothesis or question you’re exploring and the guiding principles of the work. Discuss where and when the final project will be exhibited, displayed or performed.

  - **100 word maximum**: Situate your project within other work in the field by providing a summary of the work done and discuss the theoretical traditions influencing your project. Note what is original about your project and what contribution it makes to the field.

- **Alternative Prompt for Creative/Performance Projects**: Discuss what theoretical, aesthetic, and/or creative traditions influence your project. Include what contributions you’re making to the field. Include your own creative/performance history and talk about how it’s prepared you for this project.

### METHODOLOGY AND STRATEGY

- **200 word maximum**: Explain the method(s)/strategy used in this project, including justification for your approach. Also justify international travel, if your project requires it.

- **50 word maximum**: Note any experience, training and/or coursework required to complete this project, and explain how you have prepared.

### TIMELINE

- **150 word maximum**: Outline the major phases of your project, providing a timeline of activities.
RESOURCES AND MATERIALS

- **75 word maximum:** Indicate the resources and materials needed for your project, and explain how you plan to acquire and make use of them.

LEARNING OBJECTIVES

- **100 word maximum:** Describe how this project advances your personal, academic and/or professional goals, including how it fits within your degree plan.

*Proposal Writing Advice*

Consider the following when preparing your proposal:

- **State your “thesis” first.** Begin your proposal with the project’s goals.

- **Highlight broader impacts.** Explain who will benefit from the project’s outcomes.

- **Frame the “bigger picture.”** Note how the project fits into the larger field.

- **Answer the “so what?” question.** Make clear what is important.

- **Communicate urgency.** Explain why the project needs to happen now.

- **Avoid jargon/technical language.** Reviewers are faculty with expertise in your project area but may not be specialists familiar with some terminology.

- **Leave out citations/references.** Your proposal’s claims are vetted by your faculty mentor in the “Mentor Endorsement” form.

*Note:* Prepare your proposal in a word document before submitting it online.
Mentor Endorsement

As students apply for UROP funding, their mentors will receive an email with a link to access the "Mentor Endorsement" form. Relevant information from the student's application, such as the project proposal, will be included in the form for reference. Mentors will be able to read, revise and respond to information provided in the student’s application.

Successful submission of the mentor endorsement will complete the student's application and begin the review and selection process. Incomplete applications will not be considered in the review and selection process. All mentors will be asked to respond to the following prompts.

Note: Mentors providing an endorsement for more than one student and/or a student applying for more than one grant type and/or term will need to submit a separate endorsement for each application using the unique link in the notification email.

Context and Objectives

- **100 word maximum**: Comment on the development of this proposal, noting the origin of the idea and its potential impact in the field.

Methodology and Strategy

- **100 word maximum**: Comment on the student’s ability to perform this project, highlighting relevant coursework, experience with methods and/or materials, and other relevant certifications and qualifications.

Learning Objectives

- **100 word maximum**: Respond to the student’s learning goals, commenting on how you and/or an additional supervisor will support these objectives. How will this project advance the student's personal, academic and/or professional goals?
Resources and Materials (Applicable to Individual Grants)

Departmental disbursements should be limited to project expenses the student would have difficulty paying from their stipend, such as lab supplies and testing fees. Travel and other project expenses should be paid by the student from the stipend payment. Mentors will be asked the following questions on the endorsement form:

- Should some of this grant be disbursed to a faculty/departmental account?
- What speedtype should receive this disbursement?
- Itemize your budgetary request.

Selection Process and Award Payment

All completed UROP applications are evaluated by the UROP Review Board composed of University of Colorado Boulder faculty in a wide range of disciplines/majors.

Proposal Feedback

Regardless of the outcome, all students receive an email with feedback on the application proposal from the UROP Review Board that includes how your proposal scored on a scale of 1 to 9 (Poor to Exceptional) for each of the evaluation criteria.

Award Payment

UROP Student Grant funding is issued directly to students in one disbursement near the beginning of the award period, minus any expenses designated by the project mentor for disbursement to the department to cover project expenses.

Student funding is paid in the form of a stipend through the university’s payroll system, so students will need to be enrolled in the system before payment can be issued. The UROP application form collects the information needed to enroll students in the payroll system.
After students have been enrolled in the payroll system, they may setup or update direct deposit information to receive your UROP payment directly in their bank account. If students do not setup direct deposit, they will be mailed a check at the "mailing address" in the myCUinfo portal.

Financial & Tax Information

Student stipends offered by the Undergraduate Research Opportunities Program (UROP) are fellowships/stipends and are not employee compensation. UROP provides support for undergraduates who do research and creative work. Although UROP stipend payments are administrated through the university’s payroll office (Employee Services), they are not considered payroll wages.

Payments to recipients who are U.S. citizens and resident aliens are not subject to federal and state income tax withholding and payroll taxes (i.e., FICA and Medicare taxes). Additionally, the university has no tax reporting requirement for these payments (no W-2), however UROP recipients should be aware that these payments may be taxable income and should consult with their tax advisors.

Nonresident aliens are subject to federal income tax withholding; thus, should schedule an appointment with a university international Tax Specialist. The university is required to report the payments on the federal form 1042-S. UROP advises recipients to keep award letters for their records. See IRS Publication 970 for guidance regarding fellowships.

Progress Update and Final Survey

UROP grant recipients are asked to respond to a sequence of surveys at key points in the award period. Thoughtful completion of these assessments will help ensure UROP’s continued ability to fund student research, scholarly and creative projects.

Progress Update

All UROP Student Grant recipients are asked to submit a "Progress Update" near the mid-point of the grant term that provides a summary of their project-related activities to date and plans moving forward. Project mentors are then asked to provide a "Mentor’s Update" about the student’s progress.

STUDENT’S PROGRESS UPDATE QUESTIONS

- No word maximum: What is your current project title?
– **150 word maximum:** Summarize your project-related activities to date.

– **Yes, No:** Is your project on schedule for completion by the end of the grant term?

– **150 word maximum:** Describe your project-related plans moving forward, including your anticipated completion date.

– **Optional:** Tell us about a "lightbulb moment" in which you decided to pursue the research, scholarly and/or creative work you are doing now and how your curiosity has directed your path along the way.

**MENTOR'S UPDATE QUESTIONS**

Additional Supervisors are not asked to submit a separate update, but they are invited to collaborate with mentors in the submission of the "Mentor's Update."

– **150 word maximum:** Comment on your mentee's performance on this project so far and the likelihood of a successful completion. Your response to this prompt will not be shared with your mentee.

– **150 word maximum:** Explain your role (and/or that of an additional supervisor) in seeing this project to completion.

– **Optional:** Tell us about a "lightbulb moment" in which your scholar's path was illuminated and how your curiosity has directed your path to the research, scholarly and/or creative work you do at CU Boulder?

**Final Survey**

The Final Survey completes the learning outcomes assessment, asks about aspects of the experience, and allows the option to submit a report, presentation or reflective narrative. When a student submits the Final Survey, their mentor will receive an email with instructions and link to submit the "Mentor's Final Survey" form.
STUDENT’S FINAL SURVEY QUESTIONS

- **No, Maybe, Yes:** Working on this project with my mentor...
  - contributed to my professional development.
  - contributed to my personal development.
  - made good use of my time.
  - refined my goals and clarified my career path.
  - increased my self confidence.

- **Optional:** What was the most valuable part of your experience working on this project?

*Learning Outcomes*

**Please rate your confidence level with each the following (before and after the project).**

**Scale:** No Experience - Not Confident - Somewhat Confident - Confident - Very Confident

Learning Outcomes for Research Scholarly Projects

- I understand relevant contemporary concepts in my field of study (major)—the assumptions, vocabulary, theories, etc.

- I can make use of relevant primary research literature in my field of study (major)—e.g. journal articles—synthesizing in-depth information from sources representing various points of view and approaches.

- I can identify a specific question for investigation based on the literature in my field of study (major).
○ I can design an experiment or theoretical test of a hypothesis, critically evaluating methods and materials.

○ I can organize and synthesize evidence to reveal insightful patterns, differences, or similarities.

○ I can state a conclusion that is a logical extrapolation from project results.

○ I can relate results/conclusions to the "bigger picture" in my field of study (major), situating it appropriately with similar studies.

○ I can assess the limitations and/or implications (ethical and otherwise) of my project.

○ I can orally communicate the results of my project.

○ I can write a paper for publication with an understanding of the ethical and legal restrictions on the use of published, confidential, and/or proprietary information.

Learning Outcomes for Creative/Performance Projects

○ I understand relevant contemporary concepts in my field of study (major)—the assumptions, vocabulary, genres, oeuvres, media, etc.

○ I can make use of relevant theoretical, aesthetic, or creative traditions in my field of study (major), synthesizing in-depth information from sources representing various points of view and approaches.

○ I can clearly state the objectives, point of curiosity, hypothesis/question, or guiding principles of my work.

○ I can design a project to accomplish specific objectives, evaluating methods and materials.
o I can execute the creative process according to the professional standards in my field of study (major).

o I can analyze and interpret the significance of my work.

o I can relate my work to the “bigger picture” in my field of study (major), situating it appropriately with other work of its kind.

o I can assess the limitations and/or implications (ethical and otherwise) of my work.

o I can orally communicate the significance of my work.

o I can perform/exhibit my work according to the professional standards in my field of study (major), understanding the ethical and legal restrictions on the use of published, confidential, and/or proprietary information.

**Self Efficacy**

Please rate your confidence level with each the following (before and after the project).

**Scale:** No Experience - Not Confident - Somewhat Confident - Confident - Very Confident

o I can manage my time well.

o I can handle unforeseen circumstances.

o I can communicate effectively.

o I can work independently.

o I can work collaboratively.

o I can apply disciplinary knowledge/skills.
I can sustain complex arguments.

I can maintain ethical standards.

Project Report

Final Project Title

Yes, No: Did your project go according to plan?

Optional: Explain why your project diverted from your plans.

On average, approximately how many hours per week did you work on your project?

Dropdown 1) Less than 1 hr., 2) 1-3 hrs., 3) 4-6 hrs., 4) 7-10 hrs., 5) More than 10 hrs.

Optional: Attach a final report (of any length) or presentation (poster or other format) on your project results formatted according to the conventions in your field of study (major) and/or a reflective narrative about your experience working on the project.

Mentor/Additional Supervisor Evaluation

Based on your experience working with your mentor/additional supervisor on this project, rate the following qualities on a scale of 1 (Poor) to 5 (Excellent):

- Communicated clearly
- Explained expectations fully
- Provided opportunities for input
- Was available for questions
- Supported your professional development
- Was approachable and friendly

  - **Optional:** What was the most valuable part of working with your mentor/additional supervisor?

  - **Yes, Not Sure, No:** Would you recommend your mentor/additional supervisor to others?

  - **Optional:** What could your mentor/additional supervisor do differently to gain your recommendation?

**Program Evaluation**

- **Yes, Not Sure, No:** Would you recommend UROP to others?

- **Optional:** What could UROP do differently to gain your recommendation?

- **Yes, Not Sure, No:** Was UROP funding sufficient to complete your project?

- **Yes, Not Sure, No:** Was UROP funding fair compensation for your time/level of work?

- **Optional:** Additional comments about your experience with UROP?

- **Optional:** Tell us about a "lightbulb moment" in which you decided to pursue the research, scholarly and/or creative work you are doing now and how your curiosity has directed your path along the way.
Contact UROP

Consult the UROP website for news, program announcements, information about upcoming events and materials to host a UROP Information Session for your campus community.

Email: urop@colorado.edu

Phone: 303-492-2596

Web: https://www.colorado.edu/urop/

Address: Norlin Library S436, 365 UCB, Boulder, Colorado 80309