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

Application Guide
Student Grants

2019 Summer and 2019-20 Academic Year Projects

Students proposing projects for the 2019 Summer and/or 2019-20 Academic Year grant terms must apply by

February 15, 2019
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Learn more and apply at https://www.colorado.edu/urop/
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.

**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.

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.

**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 UROP 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.

- **Summer** term applicants must not graduate before the end of the summer term, but are not required to be enrolled in credit-bearing 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 finding a faculty mentor:

**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/
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

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 for students who do research and creative work an enhancement to their undergraduate education. 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. ASSET/DACA students awarded UROP grants, will be contacted to coordinate a payment method appropriate for their status.

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) supports those needs in regards to animal care and use, human research, research misconduct, and the responsible conduct of research. Students and faculty applying for UROP Grants are subject to all ORI compliance guidelines and should be aware of the following requirements:

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 off-site, whether within the U.S or abroad. 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.
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.

**University 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.

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

**Travel Advisories**

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”.

Email Travel Suspension appeal inquiries to GlobalExperiences@Colorado.EDU to request the appeal instructions. Submit all required paperwork three months prior to the desired departure date. Note that, 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.

**Working with Human Subjects**

Projects involving human subjects must receive approval from IRB before funding can be disbursed.

- Individual Grant recipients will be asked to provide their IRB approval letter at the time of acceptance.
Assistantship recipients will be asked to provide their IRB (CITI) training completion certificate at the time of acceptance.

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

**Working with Animal Subjects**

Projects involving non-human animal subjects must receive approval from IACUC before funding can be disbursed.

- Individual Grant recipients will be asked to provide their IACUC approval letter at the time of acceptance.

- Assistantship recipients will be asked to provide their IACUC (CITI) training completion certificate.

**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.

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

Students participating in projects involving NSF or NIH grant-funded work must complete all required RCR training before funding can be disbursed.
Assistantship and Individual Grant recipients will be asked to provide their training completion certificate at the time of acceptance.

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).

**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. Visit the RCR website to learn more about training in the responsible conduct of research.

**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

**Evaluation Criteria**

**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.

**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**

*Assisantships*

**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

No word limit: 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

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

No word limit: 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.

Mentor Endorsement

As students apply for UROP funding, their mentors will receive an email with a link and password 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.

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.
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:

**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 for students who do research and creative work an enhancement to their undergraduate education. 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.

- I can execute the creative process according to the professional standards in my field of study (major).

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

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

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

- I can orally communicate the significance of my work.

- 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

- I can manage my time well.
- I can handle unforeseen circumstances.
- I can communicate effectively.
- I can work independently.
- I can work collaboratively.
- 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

Email: urop@colorado.edu

Phone: 303-492-2596

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

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