Undergraduate Research Opportunities Program
Office of the Vice Chancellor for Research
University of Hawai'i at Mānoa

UROP Project Memorandum of Agreement

In compliance with the terms of the Undergraduate Research Opportunities Program (UROP) funding that I, the student, have been awarded, I agree:

1. To make every possible effort to achieve my stated project objectives in a timely and professional manner;
2. To abide by all university guidelines and policies related to the responsible conduct of research;
3. To secure all necessary institutional and/or government agency approvals in advance of beginning my project activities;
4. To communicate with UROP in a timely manner when requested or needed;
5. To use my @hawaii.edu email address in all email correspondence with UROP;
6. To copy my faculty mentor, and group members if applicable, on all email communications with UROP regarding my project;
7. To keep my faculty mentor updated on progress throughout my project, and to immediately notify my faculty mentor and UROP if anything arises that would change my proposed timeline or prevent me from completing my project;
8. To acknowledge that I must be enrolled as a UH Mānoa student to receive funding and to be enrolled as a UH Mānoa student for the duration of my project;
9. To acknowledge that any travel funded by UROP will occur in the semester of disbursement;
10. To acknowledge that I am not receiving any stipend funding that overlaps with hours spent towards acquiring course credit or satisfying course requirements;
11. To submit all relevant receipts by the end of my proposed timeline as proof that funds were spent only for approved project-related expenses;
12. To acknowledge that all items purchased with UROP funding are my property and I will work with my mentor/ unit to ensure safe handling of or ownership transfer of any hazardous materials purchased with UROP funds;
13. To acknowledge that UROP has the right to reverse UROP funding for recipient's noncompliance, disallowed expenditure, non-performance, etc.; and that the amount reversed may place a hold on my student account;
14. To present the results of my project at the Undergraduate Showcase or the Summer Undergraduate Research Experience (SURE) Symposium at the end of my project timeline (for the purpose of fulfilling the UROP completion requirement, the Fall Undergraduate Showcase is only available to those students graduating and completing their UROP project that Fall semester);
15. To acknowledge UROP funding orally and/or in-writing when any work fully or partially funded by UROP is presented, published, or shared publicly in any format;
16. To communicate with my faculty mentor to ensure that they complete and submit the Mentor Evaluation Survey;
17. To submit all project completion requirements by the required due date(s);
18. To acknowledge that UROP may use any materials that I submit for program promotion.

By signing this contract, I, the student, agree to the aforementioned terms and recognize that the failure to fulfill any of these terms may result in the termination and/or forfeiture of any or all funds.

Student Name (Last, First)	Student Signature Date
Faculty Mentor Name (Last, First)	Faculty Mentor Signature Date
Parent/Guardian Name (Last, First) (If UROP recipient is under 18-years-old)	Parent/Guardian Signature Date (If UROP recipient is under 18-years-old)

Undergraduate Research Opportunities Program
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