Undergraduate Research Opportunities Program
Office of the Vice Provost for Research & Scholarship
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 discuss and agree with my mentor on a project and mentorship plan, including (a) objectives, work, plan, timeline, deliverables, and expected outcome; (b) my and my mentor's respective roles and responsibilities; (c) the expected time commitment on my and my mentor's part; (d) the frequency of meetings and other interactions between me and my mentor; (e) remote, in-person, or hybrid work and/or meeting arrangements; (f) any criteria to be used by my mentor to evaluate my work; and (g) rights to/ownership of data, publications, intellectual property, and material property related to my project.
2. To abide by all university guidelines and policies related to the responsible conduct of research, including securing all necessary institutional and/or government agency approvals and satisfying all training and research compliance requirements in advance of beginning my project activities;
3. To make every possible effort to achieve my stated project objectives in a timely and professional manner;
4. To communicate with UROP in a timely manner when needed or requested;
5. To use my @hawaii.edu email address and copy my mentor (and group members for group projects) on all email communications with UROP regarding my project (except for personal matters such as financial aid);
6. To keep my mentor updated on progress throughout my project, and to immediately notify my mentor and UROP if anything arises that would change my proposed timeline or prevent me from completing my project;
7. To acknowledge that I must be enrolled as a UH Mānoa student to receive UROP funding and must complete my project prior to graduating from UH Mānoa;
8. To acknowledge that any travel funded by UROP will occur in the same academic year as my semester of disbursement;
9. To acknowledge that I am not receiving any stipend funding that overlaps with hours spent towards acquiring course credit or satisfying course requirements;
10. To communicate with my mentor to ensure that they complete and submit the Mentor Evaluation Survey by the required due date;
11. To submit all relevant receipts by the end of my proposed timeline as proof that UROP funding was spent only for approved project-related expenses;
12. To acknowledge that all items purchased with UROP funding are my property. Any transfer of materials, supplies, or equipment to my mentor at the end of my UROP project will be my decision, made at the project's start through open discussion and clear communication with my mentor. As applicable, I will work with my mentor to ensure that any hazardous materials are responsibly transferred and handled safely upon completion of my UROP project;
13. 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;
14. 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;
15. 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 a reversal of UROP funding, which may place a hold on my student account.

Student Name (First, Last)	Student Signature Date
Mentor Name (First, Last)	Mentor Signature Date
Parent/Guardian Name (First, Last) (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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