Presentation Recipient Checklist

Once your application has been selected for funding, you must satisfy the following requirements listed below by the 1st of the following month of your application. Submitting all requirements prior to the deadline may accelerate the funding disbursement process; however, failure to submit all requirements by the deadline could delay funding disbursement or cancel your UROP funding.

1. Memorandum of Agreement (MOA)
   □ Submit
   Submit the MOA via email to urop@hawaii.edu. The MOA must be signed by the student. The MOA is a formal agreement between the recipient and UROP.

2. Application Edits
   □ (If applicable) Submit
   If UROP requested any edits on the presentation application, the applicant must make satisfactory edits to the Presentation Application and/or Proposal and resubmit via email to urop@hawaii.edu.

3. Ethical Compliances
   □ (If applicable) Submit
   If applicable, submit via email to urop@hawaii.edu formal documentation demonstrating compliance as outlined under the UHM ethical standards for research (e.g. includes human/animal subjects, biological commodities, or hazardous materials). If the compliance is pending with the pertinent agency, provide UROP with a timeline. If the compliance process has yet to begin, start the process immediately. Applicants should consult with their faculty mentor and/or UROP if necessary. The Office of Research Compliance (ORC) is a great resource for detailed information concerning ethical standards and compliances.

4. Remember to Acknowledge UROP Support
   When presenting, showcasing, or displaying your UROP project in any format, you must include the UROP logo in the presentation slides or poster and acknowledge UROP verbally or in writing. Please consider using the following verbal/written acknowledgment: “This work was supported in part by the Undergraduate Research Opportunities Program, Office of the Vice Chancellor for Research at the University of Hawaiʻi at Mānoa.”

Updated on September 27, 2019