

# Project Recipient Checklist

Once your application has been selected for funding, you must satisfy the following requirements listed. Please follow the direction in your funding decision email. If you have any questions, please contact UROP at [urop@hawaii.edu](mailto:urop@hawaii.edu).

## 1. UROP Funding Recipient Orientation

- Sign Up and**
- Attend**

The orientation will consist of networking with fellow UROP students and detailed explanation on the funding process, the successful steps to completing your project, available resources, and project completion requirements. Attendance is mandatory for all UROP project funding recipients.

## 2. Memorandum of Agreement (MOA)

- Submit**

Submit the MOA via email to [urop@hawaii.edu](mailto:urop@hawaii.edu). The MOA must be signed by the student and the faculty mentor. The MOA is a formal agreement between the recipient, the mentor, and UROP.

## 3. Application Edits

- (If applicable) Submit**

If UROP requested any edits on the project application, the applicant must make satisfactory edits to the Project Application, Proposal, and/or Supplement on a Word document with changes recorded with the Track Change function and resubmit via email to [urop@hawaii.edu](mailto:urop@hawaii.edu).

## 4. Outstanding Project/Presentation Requirements

- (If applicable) Submit**

Previous UROP funding recipients must submit all outstanding project/presentation requirements via email to [urop@hawaii.edu](mailto:urop@hawaii.edu) before any new funding is disbursed.

## 5. Ethical Compliances

- (If applicable) Submit**

If applicable, submit via email to [urop@hawaii.edu](mailto: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.

## 6. 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 Hawai‘i at Mānoa.”**