Undergraduate Research Opportunities Program
Office of the Vice Provost for Research and Scholarship

Project and Presentation Funding Information Session Fall 2022
UHM as “Research 1” Ranking or Highest Research Activity

- One of only 141 R1 universities in the US
- Among the top 2% in more than 26,000 colleges and universities worldwide in the rankings in 2022
- World-renowned faculty known for their research with record-breaking half a billion dollars in extramural funding in 2022
- Financial & programmatic support for UG students to conduct research/creative work, including UROP
UROP coordinates and promotes opportunities for all undergraduate students **across all disciplines** at UHM to engage in faculty-mentored research and creative work.
Research & Creative Work Defined

Criteria of UG Research
(Osborn & Karukstis, 2009; CUR)

1. Faculty-Mentored
2. Original/Authentic Inquiry
3. Disciplinarily-Appropriate Inquiry
4. Disseminated
UROP Research & Creative Work Examples
UROP Research & Creative Work Examples
Why Research & Creative Work?

- Meet degree requirements
- Get funding to do research & creative work
- Get valuable experience
- Enhance CV/resume
- Work with faculty/experts
- Inform/confirm your future
UROP: Core Programs/Activities

1) Entering Research & Creative Work Funding **(New!)**
2) Project & Presentation Funding
3) Summer Undergraduate Research Experience (SURE)
4) On-campus Presentation Venues (SURE Symposium, Undergraduate Showcase)
# Funding Opportunities

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The basics

- Application cycle: Fall (9/9-10/10)  
  Spring (2/2-3/3)
- Maximum funding request: $5,000 max for individual  
  $10,000 max for 2-10 member group
- Applicant: Student
- Funding disbursed to: Student
- Funding type: Merit-based scholarship (financial aid)
- Funding Disbursement timing: Semester after application semester
Funding Opportunities: Project Funding

Eligibility
- Undergraduate student enrolled at UHM and plan to graduate from UHM
- Faculty mentor (tenured/tenure track and/or Graduate Faculty at UHM)

Timeline
- A timeline, from project start to finish, typically consists of 1-2 semesters, although some have a longer timeline
- Project funding recipients must complete their project prior to graduation
Finding a faculty mentor
- Consider your interests and take relevant courses
- Get good grades!
- Talk to your professors, academic advisors, other students, and UROP
- When presenting yourself to a potential faculty mentor, be precise and detailed and do your homework

Litton, Creighton
Title: Professor
Email: litton@hawaii.edu
Phone No: 956-6004
Address: 1910 East-West Road
Location: SHER 240

Website: https://cms.ctahr.hawaii.edu/littonc/Home.aspx

Education/Professional Prep/Appointments:
2002  Ph.D., Botany, University of Wyoming, Department of Botany, Laramie, Wyoming
1994  M.S., Forest Resources, School of Forest Resources, North Carolina State University, Raleigh, North Carolina
1991  B.A., Environmental Studies, Emory and Henry College, Emory, Virginia

Currently Working on:

Projects: Please see https://cms.ctahr.hawaii.edu/littonc/Research.aspx

Selected Courses Taught:
NREM 480 Applied Forest Ecology
NREM 680 Ecosystem Ecology
NREM 682 Restoration Ecology
BOT/NREM/ZOOL 690 Conservation Biology

Extension/Research Interests:
- Impacts of invasive species, land use change, and climate change on forest ecosystem structure and function
- Disturbance ecology of tropical forests
- Restoration of terrestrial ecosystem structure and function
- Carbon input, allocation and storage in terrestrial ecosystems
- Outdoor, immersive youth environmental education
Funding Opportunities: Project Funding

New! Stipend rate increased from $11.65/hr to $15/hr

In creating a budget, remember:
- UROP funds all well-justified and necessary project- and presentation-related costs
- UROP does not fund tuition, training, workshops, etc.
- Recommended budget template: https://manoa.hawaii.edu/undergrad/urop/student-funding/budget/

Materials & Supplies
Travel: Airfare, ground transportation, lodging, M&IE
Stipend: $15/hour, up to 20 hours/week
Required training and research compliance

- Ensure research/creative work at UHM is performed **safely, responsibly, and ethically**
- Office of Research Compliance (ORC) and Environmental Health & Safety Office (EHSO)
- All UROP students must work with their faculty mentor to satisfy all training & research compliance requirements prior to receiving any funding from UROP
Funding Opportunities: Project Funding

RCR training
• Responsible Conduct of Research (RCR) online training module
  • Biomedical and Biological
  • Social and Behavioral
  • Physical Science
  • Humanities
  • Engineers

Safety training and checklist
• General Personnel Safety Checklist
• UHM EHSO Lab Safety Checklist
• JABSOM EHSO Lab Safety Personnel/Student Safety Checklist
• Field Research Safety Plan
Funding Opportunities: Project Funding

- **Research compliance**
  - Human studies - Institutional Review Board (IRB)
  - Vertebrate animal subjects - Institutional Animal Care and Use Committee (IACUC)
  - Microorganisms, toxins, blood specimens, infectious agents - Institutional Biosafety Committee (IBC)
- **Certification**
  - Compressed gas diving - Diving Safety Program
Application process

- Paperless, online application
- At least 2 UHM faculty members review the applications
- All applications take ~2 months to process/review
Funding disbursement

- Pre-funding checklist
  - Orientation
  - Forms
  - RCR training
  - Safety checklist
  - Research compliance
- Funds disbursed as financial aid via MyUH
- Memorandum of Agreement
- Reversal of funds if project not completed
Funding Opportunities: Project Funding

Project progress
- Scope and budget change
- Group member change
- Keeping in contact with UROP

Project completion
- Project completion report
- Presentation and survey form
- Mentor evaluation survey form
- Receipt report
- All completion requirements are due by the following dates in your completion semester:
  - 5 pm, December 11 in the Fall semester
  - 5 pm, May 7 in the Spring semester
  - 5 pm, August 11 in the Summer
- Failure to complete all requirements by the deadline may result in a reversal of your UROP project funding.
# Funding Opportunities

## Project Funding

**What is it?**
Funding for undergraduate students to conduct a faculty-mentored research or creative work project

**Who is it for?**
Undergraduate students with sufficient academic training and motivation to write a compelling proposal and to conduct research or creative work with a faculty mentor

## Presentation Funding

**What is it?**
Funding for undergraduate students to present their completed research or creative work project

**Who is it for?**
Undergraduate students who have already completed a faculty-mentored research or creative work and are ready to present that work off campus
Funding Opportunities: Presentation Funding

The basics

• Application cycle: Rolling deadline (must submit application before the event date)
• Maximum funding request: $2,000 max for individual
  $4,000 max for 2-member group
  $5,000 max for 3-10 member group
• Applicant: Student
• Funding disbursed to: Student
• Funding type: Merit-based scholarship (financial aid)
• Funding disbursement timing: 2-3 months after application submission
Funding Opportunities: Presentation Funding

Eligibility

- Undergraduate student enrolled at UHM and plan to graduate from UHM
- Faculty mentor (tenured/tenure track and/or Graduate Faculty at UHM)

Timeline

- N/A
New! Stipend rate increased from $11.65/hr to $15/hr

Materials & Supplies

Travel: Airfare, ground transportation, lodging, M&IE

Stipend: $15/hour, up to 20 hours/week

In creating a budget, remember:
• UROP funds all well-justified and necessary project- and presentation-related costs
• UROP does not fund tuition, training, workshops, etc.
• Recommended budget template: https://manoa.hawaii.edu/undergrad/urop/student-funding/budget/
Required training and research compliance

- Ensure research/creative work at UHM is performed **safely, responsibly, and ethically**
- RCR training
- Safety training and safety checklist
- Research compliance
Funding Opportunities: Presentation Funding

Application process

- Paperless, online application
- At least 2 UHM faculty members review the applications
- All applications take ~2 months to process/review
Funding Opportunities: Presentation Funding

Funding disbursement

- Pre-funding checklist
  - Forms
  - RCR training
  - Safety checklist
  - Research compliance
  - Proof of presentation
- Funds disbursed as financial aid via MyUH
- Memorandum of Agreement
- Reversal of funds if project not completed

Memorandum of Agreement

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

1. To make every possible effort to achieve my stated research 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 research activities.
4. To keep my faculty mentor updated on my research progress.
5. To immediately notify my faculty mentor and UROP if any conditions are encountered that would change my itemized budget, proposal timeline, or prevent me from completing my work.
6. To actively monitor and communicate via my @hawaii.edu email address, in order to maintain my identity in correspondence. I will copy my mentor on all communications with UROP regarding this project. I acknowledge that my @hawaii.edu email address is the official mode of communication with UH Mānoa.
7. To return to campus enrolled as an undergraduate student during the semester(s) indicated in my proposed timeline. Any exceptions to this should be clearly stated in an email to UROP.
8. I acknowledge that funds may only be disbursed during semesters of enrollment and in accordance with university regulations.
9. To present the results of my research or creative activity at either the Fall Forum or Spring Symposium by the end of my proposed timeline.
10. To submit a completion report summarizing my research accomplishments by the end of my proposed timeline.
11. To submit all relevant receipts by the end of my proposed timeline as proof that funds were spent only for approved research related expenses. I further agree that any disallowed expenditure must be reimbursed to the University and that any balance owed to the University as a result of non-performance or disbursement must be settled before graduation.
12. To have my faculty mentor complete and submit the student evaluation form by the end of my proposed timeline.
13. I acknowledge that further information about the completion of these requirements is available on the "Recipient Resources" page of the UROP website and agree to contact UROP via email with questions or concerns that may arise.
14. To grant, and do hereby grant, the University of Hawai‘i a nonexclusive, perpetual, royalty-free license to use any of the research projects (reports, posters, photographs, video, etc.) to further publicize and promote the program or for any other purpose.

By signing this contract, I 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 and all funds awarded by this grant.

Student Name (Last, First)  Faculty Mentor Name (Last, First)
Student Signature  Date  Faculty Mentor Signature  Date
Presentation progress
• Scope and budget change
• Group member change
• Keeping in contact with UROP

Presentation completion
• Presentation completion report
• Receipt report
• All completion requirements are due by the following dates in your completion semester/the semester when you made your presentation:
  • 5 pm, December 11 in the Fall semester
  • 5 pm, May 7 in the Spring semester
  • 5 pm, August 11 in the Summer
• Failure to complete all requirements by the deadline may result in a reversal of your UROP presentation funding.
Helpful tips for your application

- Start months ahead
- Review the online application form
- Don't go over the word count and proofread your application more than once
- Compute for your budget more than once and don’t submit an individual budget for group applications
- Some tasks usually take longer than expected/price estimates may change so be prepared and plan for contingencies for your timeline and budget
- Ask your faculty mentor (and UROP) for feedback, but be mindful of other people’s schedule. They don’t work around yours.
- Failures are more common than you think and that’s okay.
- Review and bookmark the UROP website!
Why Research & Creative Work?

- Meet degree requirements
- Get funding to do research & creative work
- Get valuable experience
- Enhance CV/resume
- Work with faculty/experts
- Inform/confirm your future
Based on the requirements set by UROP, it has also prepared me in organizing my work. At least with writing a proposal and budget, these are skills that I will be able to take into the future of research with grant writing and requesting research funds.
I have always worked two jobs to put myself through school since I was 16. Receiving UROP funding enabled me to cut back on my work hours so I could do research. If I did not receive UROP funding, I probably would not have been able to complete this project.
For a long time, I had a silent doubt on whether research was something I wish to pursue. Doing this project alongside a lab that has been doing research was an eye-opening experience. I was able to figure out how to budget a project, and to figure out a schedule that would work for it. This real experience, coupled with doing the research itself, helped solidify my thoughts on research as something to pursue further in my life.
As far as UROP as a program, I really do believe that it is a unique and incredible tool for undergraduate scholars to gain the experience of applying for and receiving funding for a project and appreciate what the program is doing to encourage younger students to reach for something greater.
Follow us on social media

FOLLOW US!

@UROP.UHM

@UROP.UHM

Follow our Instagram and Facebook page!
Questions? Let us know!

- Visit our website: manoa.hawaii.edu/urop
- Email us: UROP@hawaii.edu
- Call us: 808.956.7492
- Visit us: Moore Hall 107/108

UROP Staff
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