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

General Information Session
Spring 2023
UROP’s Mission

UROP coordinates and promotes opportunities for all undergraduate students across all disciplines at UH Mānoa to engage in faculty-mentored research and creative work.
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
UROP Experience: Why Do It?

• Meet degree requirements & get paid at the same time
• Gain valuable experience
• Enhance CV/resume
• Work with faculty/experts
• Inform/confirm your future
Core Programs/Activities

1. Entering Research & Creative Work (ERC) Funding
2. Project Funding
3. Presentation Funding
4. Summer Undergraduate Research Experience (SURE)
5. On-campus Presentation Venues (SURE Symposium, Undergraduate Showcase)
Eligibility

Across All Funding Opportunities:

1. Enrolled as a classified undergraduate student at UHM
2. Mentored by a UHM faculty member who meets the eligibility criteria (tenured/tenure-track faculty)
3. Plan to graduate from UHM
Finding a Faculty Mentor

• Get started NOW!
  • Consider your interests and take relevant courses
  • Get good grades!
  • Talk to your professors, academic advisors, other students, and UROP

• Present yourself to a potential faculty mentor
  • Be precise and detailed
  • Do your homework
Application Process

- Student submits paperless, online application
- Faculty mentor submits the Mentor/Recommender Form
- Once submitted, each application is reviewed by at least 2 UHM faculty reviewers
- All applications take ~2 months to process/review
Entering Research & Creative Work (ERC) Funding
What is it? Funding for early career students to be introduced to faculty-mentored research or creative work

Who is it for? Students with little or no faculty-mentored research or creative work experience, but who are motivated to explore it

Eligibility?
- Have more than 60 credits remaining in their bachelor’s degree program at the time of application
- Submit no more than one application per ERC funding cycle
- $3,000/two semester limit per student
- Have no more than one active ERC funding at a time (previous ERC funding recipients must satisfy all ERC completion requirements in the completion semester prior to receiving more ERC funding)
- Enrolled as a classified undergraduate student at UHM in the semester following the application semester
- Mentored by a UHM faculty member who meets the eligibility criteria (see “Faculty Mentor” tab)
- Plan to graduate from UHM
ERC Funding Amount, Deadlines, and Application

Funding Amount:
- $1,500 for one semester or $3,000 for 2 semesters

Deadlines:
- Fall Deadline: Oct 10 (9/10-10/10)
- Spring Deadline: April 20 (3/20-4/20)

Application:
- No proposal requirement
- Simple application form
- Pre-survey
- Resume (optional) and transcript
- ERC Mentor Form, to be completed by your faculty mentor after student submits the application
Your experience will include:
- At least 100 hours of research or creative work activities per semester
- Safety, ethics, and research compliance training
- Attending professional development modules
  - Research and creative work best practices
  - Responsible conduct of research

Your experience may include:
- Some relatively repetitive task
- Assisting faculty with ongoing research or creative work
  - Methodology, technology, tool, etc. training specific to the discipline
- Initiating or helping faculty with a project in a preliminary stage
  - Literature review
  - Planning
- Everyone is different!
Project Funding Overview

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

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

Eligibility?

- Submit no more than one application per Project funding cycle
- Have no more than one active UROP project at a time (if you previously received UROP Project funding, you must satisfy all UROP project completion requirements in the completion semester prior to the new project’s semester of funding disbursement)
- Enrolled as a classified undergraduate student at UHM for at least one Fall or Spring semester or one Summer session following the semester of application
- Mentored by a UHM faculty member who meets the eligibility criteria (see “Faculty Mentor” tab)
- Plan to graduate from UHM
Project Funding Details

Project Funding Amount:
- Up to $5,000 for an individual
- Up to $10,000 for groups (2-10)

Project Funding Deadlines:
- Spring Deadline: March 3 (2/2-3/3)
- Fall Deadline: October 10 (9/9-10/10)

Project Funding Application:
- Project proposal with a detailed plan for your project
- Project Mentor Form, to be completed by your faculty mentor
- Itemized budget with justification
- Transcript and Applicant Information Form
- Pre-survey (separate from application)
Presentation Funding
# Presentation Funding Overview

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<thead>
<tr>
<th>What is it?</th>
<th>Funding for students to present their completed research or creative work project</th>
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<tbody>
<tr>
<td>Who is it for?</td>
<td>Students who have already completed a faculty-mentored research or creative work and are ready to present that work off campus</td>
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<td>Eligibility?</td>
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| ● | Be the presenting author(s) of the work  
| ● | Not have already presented the proposed presentation with UROP funding  
| ● | Presenting at an off-campus venue or an on-campus event run by a non-UH entity (i.e. no funding for presenting at the Undergraduate Showcase, SURE Symposium, etc.)  
| ● | Enrolled as a classified undergraduate student at UHM in the semester of presentation  
| ● | Have a UHM faculty mentor who meets the eligibility criteria (see “Faculty Recommendation” tab) submit a Presentation Recommendation Form for the proposed presentation  
| ● | Plan to graduate from UHM |
Presentation Funding Details

Presentation Funding Amount:
- Up to $2,000 for an individual
- Up to $4,000 for a pair
- Up to $5,000 for a group (3-10)

Presentation Funding Deadline:
- Rolling deadline, must apply prior to event date (UROP strongly recommends applying 3 months in advance)

Presentation Funding Application:
- Presentation proposal
- Presentation Recommendation Form, to be completed by your faculty mentor
- Itemized budget with justification
- Transcript and Applicant Information Form
- Proof of participation (optional at the time of application)
- Pre-survey (separate from application)
UROP funds all well-justified and necessary project- and presentation-related costs
UROP does not fund tuition, training, workshops, etc.

Budget samples
Across All Funding Opportunities: 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 funded students must work with their faculty mentor to satisfy all training & research compliance requirements

**About ORC**

Responsible Conduct of Research (RCR) online training module

Safety training and checklist

Research compliance
# Pre-Funding to Completion

## Pre-funding Requirements
- ERC Orientation
- Funding Acceptance Form
- Memorandum of Agreement (MOA)

## Funding Disbursal
- Required Training and Research Compliance (by the indicated deadline)
- ERC Completion Report
- Attend the Undergraduate Showcase or the SURE Symposium
- ERC Post-Attendance Survey
- ERC Mentor Evaluation Survey (to be completed by your mentor)

## Completion
- Project Completion Report
- Receipt Report
- Presentation at the Undergraduate Showcase or the SURE Symposium
- Post-Presentation Survey
- Mentor Evaluation Survey

## Project
- Project Orientation
- Funding Acceptance Form
- Memorandum of Agreement (MOA)
- Required Training and Research Compliance
- Revisions & Clarifications

## Presentation
- Memorandum of Agreement (MOA)
- Required Training and Research Compliance
- Revisions & Clarifications
- Proof of Presentation

Funds disbursed as financial aid via MyUH
Steps Towards Submitting a Successful Application

- Plan ahead
- Review the guidelines on the UROP website
- Review the application
- Talk with your faculty mentor
- Talk with UROP
- Submit all required materials
- Submit it on time!
- Visit the Tips & Reminders page
Summer Undergraduate Research Experience (SURE) & On-Campus Presentation Venues
Summer Undergraduate Research Experience (SURE) Program

What is it?
• Free cohort-based 9-week program
• Series of professional development modules

Why participate?
• Meet peers, share ideas
• Build community
• Flexible

Eligibility
• All UHM undergraduate students doing faculty-mentored research or creative work with a UHM faculty mentor or non-UHM mentor
• Any non-UHM undergraduate student doing research or creative work with a UHM faculty mentor
SURE 2023 registration will open in May

SURE 2023 Professional Development Modules:

- Best Practices to Jump-start Your Summer of Research/Creative Work
- Responsible Conduct of Research: Importance and Case Studies
- Zotero: Collect, Organize, Annotate, Cite, and Share Research
- Panel on Identifying and Exploring Graduate Schools
- Résumé and Cover Letter Writing
- Best Practices for Oral and Poster Presentations
- Symposium
Presentation Venues: SURE Symposium & the Undergraduate Showcase

- SURE symposium during the Summer, Undergraduate Showcase during Fall and Spring semesters
- Open to ALL UHM undergraduate students to present and attend
- Professional presentation experience in a formal, but relaxed setting
- Oral and poster sessions
- FREE
Horizons invites submissions from all fields of inquiry that push the horizons of academic scholarship in novel ways, such as an innovative approach to a problem, or a thought-provoking example of artistic expression.

Deadlines in January and May

Submit online at https://manoa.hawaii.edu/horizons/

Questions? Contact horizons@hawaii.edu or (808) 956-8361
UROP Experience: Why Do It?

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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 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
- Schedule an appointment: via STAR

**UROP Staff**
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