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

Project Funding and Presentation Funding Information Session
(Fall 2023)
Highest Research Activity, or “Research 1”

- One of only 131 R1 universities
- World-renowned faculty known for their research
- 80th out of 900 universities in extramural research funding
- Among the top 2% in more than 26,000 colleges and universities worldwide in the rankings
- 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 UH Mānoa 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: Core Programs/Activities

1) **(New!) ForagerOne**
2) Entering Research & Creative Work (ERC) Funding
3) **Project Funding**
4) **Presentation Funding**
5) Summer Undergraduate Research Experience (SURE)
6) **On campus Presentation venues (SURE Symposium, Undergraduate Showcase)**
UROP Experience – Why do it?

- Meet degree requirements
- Get funding to do research & creative work
- Get valuable experience
- Enhance CV/resume
- Work with faculty/experts
- Inform/confirm your future
Project Funding
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

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

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

Application:
• Project proposal with a detailed plan for your project
  • Requires discipline specific knowledge, research, and feedback from experts
• Itemized budget with justification
• Transcript and Applicant Information Form
• Pre-survey (separate from application)
• Project Mentor Form, to be completed by your faculty mentor after submitting your portion of the application
Project Experience – What does it look like?

- **Student Testimonials:**
  - Academic/Professional Skills, Time Management, Networking, Confirm/Validate Future Career, Teamwork, Communication, Financial Support, Hands on Experience
  - Safety, ethics, and research compliance training
  - **Everyone is different!**
Applying for Project funding

- Review: UROP guidelines
- Review: Project Funding Application
Presentation Funding
# Presentation Funding Overview

<table>
<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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<td>● Be the presenting author(s) of the work</td>
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<td>● Not have already presented the proposed presentation with UROP funding</td>
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<td>● 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.)</td>
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<td>● <em>Enrolled as a classified undergraduate student at UHM in the semester of presentation</em></td>
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<td>● <em>Have a UHM faculty mentor who meets the eligibility criteria (see “Faculty Recommendation” tab) submit a Presentation Recommendation Form for the proposed presentation</em></td>
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<td>● <em>Plan to graduate from UHM</em></td>
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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)
Applying for Presentation Funding

- Review: UROP guidelines
- Review: Presentation Funding Application
• UROP funds all well-justified and necessary project- and presentation-related costs
• UROP does not fund tuition, training, workshops, etc.
• **Budget samples**

**Materials & Supplies**

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

**Stipend: $15/hour, up to 20 hours/week**
Across All Funding Opportunities
Application Process

• Student submits paperless, online application
• Faculty Mentor submits the Mentor Form
• Once submitted, each application is reviewed by at least 2 UHM faculty reviewers
  • All applications take ~2 months to process/review
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!
• 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
# 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)

## 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

## Completion
- Project Completion Report
- Receipt Report
- Presentation at the Undergraduate Showcase or the SURE Symposium
- Post-Presentation Survey
- Mentor Evaluation Survey (to be completed by your mentor)

## Funds disbursed as financial aid via MyUH

- ERC Mentor Evaluation Survey (to be completed by your mentor)
- Receipt Report
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
ForagerOne

- Open to **ALL** UHM undergraduate students and faculty
- Can be the **FIRST STEP** for students unsure of where to start
- Online, searchable database of:
  - Student and faculty profiles
  - On/off-campus research and creative work opportunities
- Built-in messaging system
- **FREE**
ForagerOne – Profiles

• Instructions on how to create a profile on our website
  • Select UHM
  • Duo Authentication
  • User Type

• Build your profile!
  • About
  • Areas of Interest
  • Experience
  • Presentations/Competitions
  • Publications
  • Awards

Please select your institution to sign up:

Select your institution

University of Hawai'i at Mānoa

Don’t see your institution? Learn more about bringing ForagerOne to your institution.

Accepting Students?
This dropdown allows you to indicate to students whether or not you are willing to engage them in your work. You may also post specific projects for students to see if you have any on the Projects page.

Actively Seeking Collaborators?
If you are looking for other faculty or staff to join you on collaborative projects, activate the toggle on the right. You must have at least one posted project (on your Projects page) to enable this option.

Actively Seeking Opportunities?
Activate the toggle to the right to indicate to faculty and other users on ForagerOne that you are looking for opportunities to collaborate on new projects.
Communicating with a faculty member

- Formal
  - Use appropriate titles unless asked otherwise
- Specific, detailed
  - Work they’ve done, research keywords
  - Work you’re interested in doing
- Timely

UROP Tips
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

**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

**Faculty Information:**
- No Faculty Information
**Open Projects**
- No Specific Projects Listed
ForagerOne - Opportunities

- Different from projects
- List managed by UROP
- Internal and external opportunities

**Volunteer at Lyon Arboretum School Tours Program and Fall Nature Camp**

The Lyon Arboretum Education Department is in great need of help with our school tours program as well as our Fall Nature Camp. Our school tours program runs from 9 am - 12 pm and their Fall Nature Camp is during the DOE Fall Break (October 7th-11th) from 7:30 am - 2:30 pm. They could use help in the office as well with clerical work, scheduling tours and groups, helping volunteers, etc. We could also use some help in the Children's Garden too with weeding and planting. We will train and provide snacks and coffee. Visit the website or contact Raedelle Van Fossen at (808) 988-0461 or raedelle@hawaii.edu.

**Research and Experiential Learning Opportunities on Study Abroad with the Study Abroad Center**

The University of Hawaii at Manoa Study Abroad Center is offering several study abroad opportunities that incorporate research and experiential learning as part of the curriculum. Please see the link below for a summary of opportunities.
Follow us on social media

FOLLOW US!

@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
• Schedule an appointment: via STAR

UROP Staff
Director: Dr. Creighton M. Litton
Assistant Director: Seung Yang
Program Coordinator: Gerlene Ragsac
Graduate Assistant: Lauree Tam
Undergraduate Assistant: Lauree Tam