

2009-2010 UROP Student Grant Guidelines
Undergraduate Research Opportunities Program (UROP)

Web Page: [http://www.cudenver.edu/ UROP](http://www.cudenver.edu/UROP)

INTRODUCTION

UROP grants are designed to provide stipends and cover expenses for undergraduates enrolled at the Downtown Campus of the University of Colorado Denver (UCD) who wish to undertake scholarly activities in collaboration with UCD faculty. Approximately 20-30 awards will be made available through UROP for the fiscal year beginning 1 July 2009 and ending 30 June 2010 (note that funding may not be available until late summer or early fall; please plan accordingly). Proposals may be submitted by individual students or by teams of students, but must be approved by a faculty mentor (see UROP Faculty Sponsor Form). The goals of this Program are to build a link between faculty scholarly activity and the learning process, and to foster personalized learning opportunities for undergraduates through research, creative, and entrepreneurial activities.

Award Amount: Up to \$1,200 per individual student grant and up to \$3,600 for a student-developed team grant, with each student limited to \$1,200.

Requirements: There are two requirements of funded projects:
(1) Upon termination of the project of student leaving/graduation, submit a one-page, faculty approved abstract to the Division of Sponsored Programs Administration;
(2) Students summarize accomplishments in a presentation at the Research and Creative Activities Day held on the Downtown Campus in April 2010.

Student Eligibility: Any undergraduate in good academic standing with a GPA of 2.500 or greater who is enrolled in a degree program on the Downtown Campus is participating in a UROP supported activity must be enrolled for three or more credit hours during the period over which the proposed project is conducted. Projects must be completed by 30 June 2010 (or upon graduation).

Faculty Sponsor Eligibility: Any regular UC Denver faculty member (including graduate professional) is eligible to sponsor one or more UROP students. Honorarium faculty and instructors must have the approval of their department chair or head of their primary unit.

Allowable Expenses: Proposals may support student travel and/or expenses for materials or supplies; stipends for student participants must be clearly justified in the budget narrative. All expenses must be clearly identified in the proposal using the UROP Student Budget Request Form.

Application: Students must submit electronically a complete application, consisting of:
1. Fill in the boxes in the UROP Student Application Form (including budget and budget justification) <http://www.cudenver.edu/urop>
2. The body of the application (section G on website) should not exceed 2 pages.

Application Deadline: All applications must be received electronically (as attachments) through the UROP website: <http://www.cudenver.edu/urop> by 5:00p.m. Friday, 20 March 2009. Late submissions will not be accepted.

Comments: Awards are available to undergraduates working in any scholarly area with a sponsor who is a member of the teaching faculty in any UC Denver Downtown Campus College or School. The proposed activity should be in the department of the student's declared major, minor, or certificate program.

Evaluation

Criteria: This program is designed to provide the flexibility needed to meet the diverse education needs of undergraduates on the Downtown Campus.

Proposals will be evaluated as follows:

1. **Quality** of proposed research, creative, or entrepreneurial activity; statement of purposed, review of relevant literature, approach or methodology, thoroughness (30%)
2. **Extent of Collaboration;** faculty sponsor (15%)
3. **Overall value** of project to student's learning (15%)
4. **Capability of student(s)** to complete activity, including academic record (15%)
5. **Feasibility** of completing project with available resources (10%)
6. **Potential impact** of project; publication of results, presentation at professional conferences, exhibits, or performances (10%)
7. **Writing ability;** ability to communicate effectively; used correct grammar, spelling, and composition; and present ideas coherently (5%)

Selection for Funding:

Proposal will be reviewed by references selected from the Business School, College of Arts and Media, College of Engineering and Applied Science, and College of Liberal Arts and Sciences, the UROP Selection Committee. The top rated proposal(s) from each college will receive funding. Award decisions will be announced at Research and Creative Activities Day held on the Downtown Campus on 24 April 2009.

Grant Project Period:

Projects selected for funding can be implemented upon receipt of the award letter. All funded projects must be completed by 30 June 2010.

UROP APPLICATION PROCEDURES

A UROP Student Grant Application Form consists of the following:

1. **UROP Student Application Form** - Sections A through F on the web page contains general information about the proposed research, creative, or entrepreneurial activity and the commitment of the faculty sponsor to the project.

Sections 'E. Project Budget Detail' and 'F. Budget Justification', describes expenses and/or stipend. The budget justification should list all materials, laboratory supplies, equipment, travel expenses, etc. that will be required to complete the project, and the estimated cost of each item. A UROP expense allowance can be requested for almost any expense related to the project. The first half of a stipend will be paid when the project is approved, while the second half will be paid when the principal investigator submits a required one-page faculty approved abstract to the Division of Sponsored Programs Administration. Stipend disbursement will vary and may be distributed monthly via the University's payroll system and be taxed. As such, UROP stipend payments may affect the pay cycle for students who are also employees of UCD. Equipment purchased with UROP funds becomes the property of

UCD. Equipment and travel expense payments or reimbursements must be processed following standard University of Colorado procedures.

Grant recipients must contact the program assistant/budget officer in their department/school for purchases or travel arrangements to insure the University of Colorado procedures are followed.

2. **UROP Student Application (section G on the web page)** describes the project itself. We recommend minimizing jargon (explain unusual terms), finishing and editing all 5 sections (G.1 through G.5) in one word processing file and then checking whether the application exceeds the maximum page limit of 2 pages (minimum font size 11). Next, cut and paste the various sections into the web site boxes individually. Upload any figures in a Word or jpg file at the end of section G. Submit up to a maximum of 2 figures, combine the figures into one file (try for a small file size) and do not use these figures to avoid the 2 page limit for section G (i.e., use a brief figure legend). Number the figures and cite the figure number in the appropriate section of the text of section G.

The proposal should include the following five elements:

- **G.1 Introduction.** The introduction should detail the objectives of the proposed scholarly activity and the anticipated significance of the work written in layman's terms.
- **G.2 Background.** This section should provide a brief review of work that has been done in the scholarly area of the proposed activity, together with appropriate references. The student(s) should also describe any previous research, creative, or entrepreneurial activity that is relevant and /or address their ability to complete the project.
- **G.3 Methodology.** This section should provide a detailed description of the methods and techniques to meet the proposed objectives, and include a justification for the specific approach.
- **G.4 Timeline.** The timeline should detail a schedule for initiation and completion of each phase of the proposed activity.
- **G.5 Description of Collaboration.** It is important that the proposed research, creative, or entrepreneurial activity be a rigorous educational experience – close collaboration with the faculty sponsor is essential. This section should address how the faculty sponsor and the student(s) will work together on the activity and how often they will meet. It should also explain the connection with the sponsor's research.

SUBMITTING THE COMPLETED APPLICATION

All application materials must be submitted electronically. **Late submissions will not be accepted.** The completed UROP Student Application Form, proposal, and budget request form must be submitted electronically through the web site by 5:00p.m. Friday, 20 March 2009.

FINAL ABSTRACT AND PRESENTATION

All 2009-2010 UROP students will be required to:

1. Electronically submit a one-page abstract (reviewed and approved by the faculty sponsor) to the Division of Sponsored Programs Administration (Attn: UROP Coordinator) prior to graduation and no later than 30 June 2010. For team grants, the principal student investigator is responsible for submitting one abstract for the entire project.

2. Present, demonstrate, or perform the UROP funded scholarly activity at Research and Creative Activities Day to be scheduled in April 2010. UROP student participants involved in a team grant are asked to submit one poster, demonstration, or performance.

ACKNOWLEDGEMENTS

Support from the Undergraduate Research Opportunities Program at the Downtown Campus of the University of Colorado Denver should be acknowledged in any articles that are published, papers that are presented, exhibits, or performances, etc., that result from UROP supported activities. Documentation, such as reprints, should be sent to the Division of Sponsored Programs Administration (Attn: UROP Coordinator).

ANIMAL/HUMAN RESEARCH SUBJECTS

Students using animal or human subjects in their research projects must comply with the Department of Health and Human Services regulations and receive approval from the appropriate review committee, preferably before the application deadline. Proposals that include conducting interviews and surveys require review and approval by the HSRC prior to initiating activity.

Contact the appropriate committee chair below for procedures:

Tony Robinson, Chair
Human Subjects Research Committee (HSRC)
303-556-2746
<http://comirbweb.uchsc.edu/hsrc/>

Bradley Stith, Chair
Institutional Animal Care and Use Committee (IACUC)
303-556-3371
<http://carbon.cudenver.edu/~bstith/animalcare.htm>
http://www.uchsc.edu/animal/iacuc_index.htm

NOTE: UROP grant funds will not be released until applicants using animal or human subjects in their research receive approval from the appropriate review committee above.