**UROP Mini-grant Program Application Guidelines**

The UROP Mini-grant program provides up to $1000.00 of support to undergraduate students that are conducting research, creative scholarship or innovative projects under the guidance of a UO faculty member. Mini-grants may be used to purchase materials, equipment, and supplies that are necessary for the project and/or cover travel expenses related to completing the project (mini-grants cannot be used to pay for travel to present research at a conference).

**Program Overview**

1. Open to students from every major.
2. Applicant must have a minimum 3.0 GPA.
3. Applicant must be returning to UO the term following receipt of their award.
4. Applicant must obtain a commitment from a faculty member to supervise their research project as their mentor. Faculty mentors must be Tenure Track Faculty or Career Non-tenure Track Faculty with an FTE of .50 or above. Please verify with your faculty mentor that they meet these criteria.
5. If applicable, applicant must obtain approval from the Committee for the Protection of Human Subjects (CPHS), which serves as the UO’s Institutional Review Board (IRB). For more information visit [http://rcs.uoregon.edu/rcs.uoregon.edu/?q=node/3](http://rcs.uoregon.edu/rcs.uoregon.edu/?q=node/3).
6. If for any reason a student’s circumstances change (e.g., due to exit from the University, loss of full-time student status, or the receipt of any grant or award that conflicts with the conditions of this award) and the grantee is unable to use the award during the academic year for which it was granted, the award must be forfeited. UROP Mini-grants cannot be deferred.
7. Undergraduate students may only receive two UROP Mini-grant awards during their undergraduate education.

**Conditions**

Upon notification of receipt of a UROP Mini-grant, undergraduate students must sign an agreement outlining their commitment to:

a. use their award during the academic year in which it was awarded;
b. work with their assigned departmental budget officer to use the award so that it meets all UO financial policies and procedures;
c. submit a final report by Friday of Week 7 of spring term;
d. complete the post-award online evaluation;
e. present your research at the UO Undergraduate Symposium;
f. acknowledge the Office of the Vice President for Research and Innovation in all work resulting from research during the fellowship period;
g. notify the UROP staff immediately of other support or of any conflicts with the restrictions and conditions of this program;
h. notify the UROP staff of any publication or conference presentation that is associated with your research project; and
i. all non-perishable materials that are purchased with a UROP Mini-grant must remain with the University lab/facility that the research project is associated with after the completion of the project. If no University lab/facility is affiliated with the project, all non-perishable materials remain the property of the Undergraduate Research Opportunity Program and must be returned after the completion of the research project.
Application Guidance

The online application consists of the following six sections. Answers should be concise and written in language that is clear to readers outside the applicant’s discipline.

1. **Research Proposal (300 words maximum)**
   Enter a concise description of your proposed project that addresses the following items:
   a. Clearly state the central research question and/or purpose of the project.
   b. Clearly state the significance of the research project and how it attempts to make a unique contribution to the academic discipline.
   c. Provide a brief, relevant scholarly or research context (no actual citations required).
   d. State expected conclusions or results and the context in which they will be discussed.
   e. Include text only (no images or graphics)
   f. Be well-written, well organized, and free of spelling and grammatical errors.

2. **Methods (200 words maximum)**
   Provide a description of the research methods or creative techniques that will be used for this project including a justification of why these techniques will be used. You will have an opportunity to explain how you are qualified to use these methods in the biography section below, but it is important to demonstrate that you understand why these methods should be used in this section.

3. **Investigator Biography (200 words maximum)**
   Please describe how your personal and educational background has prepared you to successfully complete this project. Include:
   a. What experiences you have had that have prepared you for this project.
   b. What training (formal and informal) you have received that makes you qualified to utilize and practice the methods listed in the previous section.
   c. How your past work contributes to this project.
   d. Your personal goals and desired learning outcomes for this project.

   *If you are applying as part of a group, a biography must be provided for each member of the group that includes their role in the project. You may include this information in an email to urop@uoregon.edu.

4. **Research Schedule:**
   Attempt to layout a reasonable schedule for your research project taking into consideration all phases of the research design.

5. **Dissemination:**
   How will you share the results of your research? Please include any publication or presentation opportunities you plan to pursue.
   *Please note that all awardees are required to apply to present at the UO Undergraduate Symposium, but students are also encouraged to seek out other publication/presentation opportunities.

6. **Budget:**
   List the estimated cost for each expense. Also, please include a note about any financial support you have secured or will expect to receive from non-UROP sources.
   a. **Budget Example:**
      Item 1: $200.00
      Item 2: $300.00
      Total: $500.00
   *I have not received any financial support for this project from non-UROP sources.