

Guidelines for UROP Proposals

UROP provides recognition and funding for undergraduate research and creative projects mentored by UCI faculty through two separate annual Calls for Proposals, one in the Fall and Spring Quarters of each year. Students use these proposals to receive recognition for their research efforts, and can request reimbursement for research-related expenses. The funds typically range from \$250 to \$1,000 for individual projects and up to \$2,500 for group projects, with the average amount of funding expected to be close to \$500 and \$1,200, respectively. Proposals for projects that do not require funding or are already receiving adequate funding may be submitted for an Honorary Fellowship.

Submission deadlines, and the application, are on the UROP website (uop.uci.edu).

The UROP Faculty Advisory Board reviews proposals and makes award recommendations based on the quality of a complete application and available funding. Our [Proposal Scoring Rubric](#) shows criteria that reviewers consider when evaluating proposals.

Eligibility Requirements

- Current UCI undergraduate student through at least one quarter after you apply
- Good academic standing
- UCI Faculty Mentor guidance
- Limited to one funding request per cycle:
 - You may submit one individual proposal for funding and another for an honorary (non-funded) fellowship
 - In addition to an individual proposal, you may also be involved in one or more group proposals

Application Materials

- Online application form
- Research Proposal
- Personal Statement
- Faculty Mentor Agreement Form
- Projects involving human and/or animal subjects must adhere to UCI's research conduct rules, and may need to complete additional steps with their Faculty Mentor

Detailed Submission Instructions

Please login to the online proposal submission portal, linked to the [UROP Opportunities](#) website.

- Begin an application early and save it as a Draft. This will allow you to see everything that is required and provide you with enough time to compile all of the necessary information before the deadline.
- You may save a Draft of your submission as many times as needed before it is complete and return to finish it later.
- **Do NOT click "Submit" until you are sure your submission is 100% complete.** You will NOT be able to modify your submission after it has been submitted.
- Your Faculty Mentor will need to review your Proposal and complete a form before the submission deadline, so it is **critical** that you meet with them well in advance of the deadline.
- For group projects: Select a Primary Researcher to initiate **ONE** application for the group. That person will need to add all additional undergraduate researchers and will need to know **each researcher's name and UCI email address** before completing the application.

The proposal should be prepared by the student applicant(s), under the guidance of their faculty mentor(s). Submit your proposal online by entering information about you, your fellow undergraduate researchers, and your faculty mentor(s), and uploading or providing the following:

1) The Research Proposal

Your proposal should convince the reviewers of the significance of the project and need for funding. Typically, a proposal is about three to five pages, but should be the appropriate length to support your request completely and concisely. If needed, your proposal may include further documentation, such as a survey that you are administering or data that you have collected.

Your proposal should follow these formatting guidelines:

- Format: standard 8.5" x 11" page size
- 11 point or higher font, except text that is part of an image
- Times New Roman or equivalent standard text font
- 1" page margins
- MS Word or PDF format

Proposals should answer these questions:

- Why am I doing this project? What issues/problems/questions will I explore and answer?
- What are my goals for the project? How will I get there? What do I hope to realize as a result of my efforts?
- What resources will I use in my project?
- How much funding should I request, if any?
- Will I dedicate the time needed to complete the project within the timeline proposed?

You can see past proposals on the UROP website as examples.

Thesis, Purpose, Objective, & Approach

You will likely start your project by asking a rudimentary research question, usually with the help of your mentor. In a sense, your thesis statement is your answer to the central question or problem you have raised. Writing this statement will enable you to see where you are heading and to remain on a productive path as you plan and write. Beginning your proposal with your thesis statement frames everything that follows.

This section should also describe your purpose—what your topic is—with a clear research question, and why this topic is unique or important to your field. Make sure you clearly state the significance of your research to your field, and to the general public. Describe the objective by telling what you have completed in your project, what you will be accomplishing, and its intended outcome. Illustrate your approach and demonstrate the feasibility of the project as well. Support your research with details, and express any practical concerns and/or difficulties you may incur and how you will overcome them.

Finally, this section should discuss your project's intellectual merit and impact. Describe how your project will advance knowledge and benefit society.

Responsibility

Describe your specific duties for the project. If it is a group project, describe the responsibilities of each group member. Explain how you will interact with your faculty mentor during the course of the research. Discuss any collaboration you may have with other research personnel involved in your project.

Timeline

Produce a schedule of activities for your research. List tasks by week, month or quarter.

Itemized Budget

If you are requesting funding, the budget section should include an itemized list of projected expenses for the length of your project. Please follow the format below. If some of your expenses could be seen as unusual, please explain why they are needed. Include the total cost of your project, specifying the amount requested from UROP, and listing other sources of funding (other grants, personal funds, potential revenue, etc.). See below for a sample budget format.

Sample UROP Proposal Budget		
Item	Budgeted Amount	Explanation and Justification for Expense
Participant compensation	\$500	20 participants compensated \$25 each for 1 hour of time.
Parking fee	\$50	\$5 compensation for subjects who elect to participate in our lab, rather than their home. Estimated about half of participants will choose to do this.
Copying fee for measures	\$45	
Tapes	\$5	
Total Budget	\$600	

The following are examples of types of items that can and cannot be covered by a UROP grant.

Items that CAN be covered

- Chemicals
- Supplies
- Reference materials not available online or in library
- Animals
- Copying/printing
- Mailing/postage
- Mileage
- Software
- Compensation for human subjects
- Travel to present at a conference
- Presentation materials
- Facilities rental
- Other critical related costs

Items that are RARELY covered

- Travel to attend a conference (possible, but lower priority)
- Major hardware purchases - expenditures for computers may be approved for **exceptional circumstances only**, and must include justification of why this is a **mission critical** expense.

Items that are NOT covered

- Standard laboratory expenses
- Salaries and stipends
- Items that can be borrowed for free or rented at a much lower cost

Please note that many books, software packages and other resources are freely accessible to you through the university as a UCI student. The UCI [OIT website](#) contains information on available software, and please check the [UCI Libraries website](#) for books and other reference materials that may be available for free. Consult with your Faculty Mentor about your needs before developing your budget.

References

List books, articles, and any other outside sources that were used in preparing your proposal or that have contributed to your expanded knowledge about your area of research. These references help establish why your research is essential to the field and add credibility to your proposal by showing that you have done the research necessary to carry out your project.

- For group projects: While all student researchers should work on the Proposal, select a Primary Researcher to submit **ONE** document that contains the Proposal for the group project. Ensure that each student's name is included on the Proposal.

2) Personal Statement

Each undergraduate researcher must prepare their own personal statement. This tells the evaluators who you are, why you want to pursue this research, and what impact you expect this experience to have on your future career. It should discuss the following:

- Your research background; describe how it might have influenced your education.
- What you have accomplished so far in the field you are researching, including relevant classes that you have taken, and how this opportunity will help you realize your academic and career goals.
- Why you chose this topic for your research project and why you should receive funding. A personal statement can also elaborate on information you normally include in your resume.

Upload in PDF or MS Word file. Write your name at the top.

- For group projects: select a Primary Researcher to compile **ONE** document that contains the personal statements for all undergraduate researchers. Ensure that each student's name appears above their statement.

3) Faculty Mentor Agreement Form

You are required to meet with your Faculty Mentor to have them review your draft proposal. After you meet, they must complete the [Faculty Mentor Agreement Form](#) and send it to you. You must then include the form as part of your final submission by the submission deadline. We recommend that you provide them with this form as soon as possible, so that they will be aware of the type of questions they will need to answer on the form.

In addition, you **must include your Faculty Mentor's email address in the "Add Other Email Addresses for Notifications"** field on the submission form. This ensures that they will receive future updates about your submission.

IMPORTANT: Faculty Mentors do NOT need to write Reference Letters. However, they do need to review and comment on your proposal on the form and return it to you to submit before the deadline. Do not wait until the last minute to ask them to meet with you, as they may suggest revisions to include in your Proposal submission.

Research Conduct Rules

Projects involving human and/or animal subjects must adhere to UCI's [Research Protections standards](#). Students should consult with their Faculty Mentor to determine if Institutional Animal Care and Use Committee (IACUC) or Institutional Review Board (IRB) or approval is needed.

- Review the [UROP Research Protections Instructions](#) for detailed guidelines, including instructions on how to complete the **IRB Exempt Self Determination Tool** for projects involving human subjects.
- If you and your Faculty Mentor have questions about this process, please contact UROP for assistance.

Need Help?

UROP offers the Proposal Writing & Submission Workshop that covers the proposal process in detail. Check the [UROP Calendar](#) on our website for dates, or view the recording on the UROP website. If you still need help after attending or viewing the workshop and consulting with your Faculty Mentor, please [Contact UROP](#) for assistance.