



HONORS RESEARCH ASSISTANT PROGRAM (HRAP)

The Honors Research Assistant Program (HRAP) provides an opportunity for undergraduate students to work with professors as research assistants on specific projects. The purpose of the program is to involve students in a faculty research project and to teach them how to develop research into a completed project.

Program Details:

In coordination with sponsoring faculty, student assistants are hired and funded by the Honors College for 10 hours per week for a period of 10 weeks to work on a faculty proposed research project. Students will be paid biweekly, receiving a total of \$1,000.00. The program timeline is determined by the Honors College.

There are 25 positions available each Fall and Spring Semester. Positions will be filled on a first come first served basis. *Posting a position does not guarantee a student assistant.*

Honors Research Assistant Program Guidelines:

1. Faculty eligibility and details:
 - a. Any OU Norman faculty member with an outlined research project may apply.
 - b. Faculty may receive HRAP funding for a maximum of two consecutive semesters. After two semesters of HRAP funding the professor is not eligible to apply for additional HRAP funding for one semester.
 - c. The sponsoring faculty member may hire only one student and will be assigned as the student's direct supervisor.
 - d. Sponsoring faculty responsibilities include:
 - i. Ensure that the student performs 10 hours of work per week.
 - ii. Ensure that the student submits their timesheet each month at time.ou.edu.
 - iii. Approve the student's timesheet each month.
2. Student eligibility:
 - a. Student must be an Honor College student in good standing, have at least 15 hours of college credit, and have at least a 3.40 GPA.
 - b. The HRAP program requires that a student work 10 hours per week. For students who work multiple campus jobs: Students who are US citizens are limited to a maximum of 29 hours of paid work per week total across all OU positions. International students are limited to a total of 20 hours of paid work per week total across all OU positions.
 - c. Students are required to follow payroll procedures. If a student fails to complete their employee paperwork by the provided deadline, they will risk forfeiting their HRAP appointment.

HRAP Application Process:

1. Complete the HRAP Project template. You are welcome to add a secondary page should you need to include images to support your proposal. Email the PDF to honors@ou.edu.
2. Your student position will be listed on the [Honors College website](#).

3. Encourage students to apply for your position! HRAP spots are filled on a first come first served basis. The Honors College will promote the program to Honors students, but faculty are welcome to recruit students directly.
4. Students view the position descriptions and e-mail their application as a PDF attachment directly to the sponsoring faculty member.
5. Once a student is selected, please forward the student's application honors@ou.edu.
6. Honors College staff will contact the student and faculty member with payroll details. The hiring process will begin! Once a student has been hired, the position will be removed from the Honors College website.
7. Please be sure to inform the students that are not selected that the position is closed.

Questions? Please contact us via email at honors@ou.edu or visit our website at ou.edu/honors.