

## **UROP: Frequently asked questions**

UPDATED SEPTEMBER 2023

### ***What information should be included in my project summary?***

The abstract should provide an explanation of the project and its relevance, written in language that is clear for people who are not specialists in your area of study. Explain what supplies are needed and why, and what timeline you anticipate for your work. If you will be working on one small part of a larger project, explain that as well. The abstract should be written by the student applicant, not by the sponsoring professor. Abstract should be no more than 500 words

### ***How detailed should my budget be?***

As detailed as possible. Itemize the supplies, providing quantities and costs per item, and if possible provide information about where the items will be purchased (name of the supplier, web link, etc.). Tally the budget.

Bad example:

\$300 porcine hearts

Good example:

15 porcine hearts, \$20 each, total \$300. To be purchased from Oklahoma Harvesting & Supply, Inc. in Norman, OK.

Bad example:

Film editing \$300

Good example:

10 hours of studio rental for film editing, \$30 per hour. Oklahoma Media Lab, 806 NE 21st Street, Oklahoma City. Total \$300.

*See more budget examples in a separate document on the website.*

### ***Do I have to apply for the full amount?***

No, you should only apply for the amount you specifically need.

### ***Am I guaranteed to receive the full amount I apply for?***

No.

### ***When do I use my UROP funds?***

Ideally, if you apply in the fall, you use the funds in the fall, and if you apply in the spring, you use the funds in the spring. However, this is not a one-size-fits-all program. We understand that in some cases funding granted in the fall will be used in the spring, or the funding will be used for a project that begins one semester and carries over into the next. As long as the sponsoring professor supports when/how the funds are used, you can use your own judgment about this.

***Can I apply with someone else, for example as part of a group project?***

Yes. Group projects are eligible for UROP funding, but applications are limited to two names. If funded, the award will be split evenly between the two applicants. A group may apply for multiple UROP awards but each application (including the abstract, budget, and support letter) must be specific to a particular part of the project.

***Can I use UROP to pay myself a salary?***

No, UROP is only for the purchase of specific materials/supplies needed for original research or creative work.

***Can I use UROP to pay for travel?***

Only if the travel is necessary to conduct the research. Be sure to make this very clear in your application, and that your professor's letter of support also endorses it. Your itemized budget should include specific amounts related to research travel. Use government rates when applicable.

***Can I use UROP to pay for my expenses of presenting at a conference?***

No.

***How long does it take to hear about whether I have been awarded a UROP?***

Students are usually notified of the decision 3-4 weeks after the application deadline.

***How do I receive the money?***

On the application you can choose to receive the money one of two ways: (1) as a direct payment to your bursar's account or (2) as a direct payment to the sponsoring professor's department. The choice is, essentially, about whether you will purchase your own research supplies (option 1) or whether the department will purchase the supplies for you (option 2). There are no other options for how the money can be received.

- Certain types of expenses can ONLY be taken as a direct payment to your bursar's account. This includes any form of compensation for research participants (such as through MTurk) and any form of student travel.

***Can I apply for UROP more than once?***

Yes. You can apply for and receive a UROP award multiple times. However, preference is given to applicants who have not previously received a UROP.