

UROP Proposal Submission Process

When you submit your proposal, your faculty mentor(s) will receive an e-mail asking for a recommendation for your project, to be received by UROP one week after the proposal deadline.

Submit your UROP grant proposal through the UROP website (<https://urop.uci.edu/opportunities/urop-opportunities/>).

Please see the [Guidelines for UROP Proposals](#) for more information about your proposal and the submission process.

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Number of Undergraduate Researchers: Enter the number of undergraduates who are directly involved in the proposed project. For a group project, include all participants in a single submission. However, a separate personal statement is required for each student.

Number of Faculty Mentors: Enter the number of faculty mentors. You must be working under the guidance of at least one member of the Academic Senate. If you have more than one faculty mentor, be sure they are aware of each other, and that you have discussed the arrangement with each of them.

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Fill out one page for each student. Please use normal capitalization in your entries. Do not use all upper- or lower-case letters.

Name: Type your full name in the First Name, Middle Initial, and Last Name boxes.

Student ID: Enter your UCI Student ID Number.

E-mail: Use your preferred e-mail address. Please check your email regularly, as this is how we will communicate with you.

Major(s): Select your major. Use the box provided to type additional majors, as appropriate, and if not available as part of the drop-down list.

Research-Related Courses: If you are enrolled in research-related courses, select **Yes** and enter the title and number of units for each.

Personal Statement: Type the path and file name of your Personal Statement, or use the **Browse** button to locate it. This document should be a PC-formatted Word (.doc) or Adobe Acrobat (.pdf) file. It should describe who you are—your background and interests—and introduce your project and how it will help you meet your goals. For more details on how to prepare your personal statement, review the [Proposal Guidelines](#).

Expected Graduation Date: Select your expected graduation date. You must be continuing as a student for at least one quarter after the submission date to be eligible for a UROP grant.

Educational Goals: Share your long-term educational goals with us.

Career Goals: Share your career goals with us.

Research Interests and Experience: Provide details regarding your research interests and experience.

Mailing Address/Phone Number: Provide your current mailing address and phone number. Enter your phone number in a (xxx) xxx-xxxx format.

The screenshot shows the 'UROP PROPOSALS' header with a progress indicator (1-2-3-4-5) where '1' is highlighted. The form contains two input fields: 'Indicate the number of undergraduate researchers*' with a value of '1' and 'Indicate the number of faculty mentors*' with a value of '1'. Below these is a 'Continue' button and a note: 'Double-check that your information is correct, then click the Continue button'.

The screenshot shows the 'UROP PROPOSALS' header with a progress indicator (1-2-3-4-5) where '2' is highlighted. The form is titled 'Undergraduate Researcher 1/1'. It includes fields for 'First Name*', 'Middle Initial', and 'Last Name*'. Below are 'Student ID*', 'E-mail*', and a 'Major*' dropdown menu set to 'Aerospace Engineering'. There is a text box for 'Additional Majors, If Applicable'. A question 'Are you enrolled in research-related courses?' has a 'No' dropdown. Below is a text box for course details. A 'Personal Statement*' field has a 'Choose File' button and a note: '(Please upload your personal statement as a PC Formatted Word (.DOC) or Adobe PDF (.PDF) Document.)'. An 'Expected Graduation Date*' dropdown is set to 'Spring' with a year dropdown set to '2021'. 'Educational Goals' has checkboxes for 'BA/BS', 'MS', 'MD', 'JD', and 'Other'. 'Career Goals' has a text box. 'Research Interests and Experience (please include duration, if applicable)' has a text box. 'Current Address' includes 'Street Address*', 'City*', 'State*', 'Zip*', and 'Phone Number' fields. At the bottom, it says 'Double-check that your information is correct, then click the Continue button.' and has 'Back' and 'Continue' buttons.

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Fill out one page for each faculty mentor.

Faculty Mentor: List the name, department, e-mail address, phone number and UCI address for the faculty mentors. Use the **Directory** feature on the upper-right corner of the UCI Web site (www.uci.edu) to find this information.

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Project Title: Type the full title of your project. Please use normal title capitalization. Do not use all lower- or upper-case letters.

Special Characters/Symbols: Check this box if your project title has any special text, such as Greek letters, scientific notation, italics, etc.

Faculty Approval: Proposals should be reviewed and approved by all faculty mentors before they are submitted.

Proposal: Type the path and file name of your proposal, or use the **Browse** button to locate it. This document should be a PC-formatted Word (.doc) or Adobe Acrobat (.pdf) file. It should provide a background, clear objective, relevancy, methodology, roles and responsibilities, timeline, citations and an itemized budget. For more information on how to prepare your proposal, review the sample proposals and Proposal Guidelines on the [UROP website](#).

IRB/IACUC: If your project involves human and/or animal subjects, you must adhere to UCI's research conduct rules. Please consult with your faculty mentor to determine if IRB or IACUC approval is needed. Please note that you will not receive funding and cannot make contact with human subjects or with vertebrate animals in the context of your research project until the protocol is approved.

Beginning in March 2021, undergraduate students proposing exempt human subjects research as part of their UROP proposal may evaluate their project to determine their exempt status without confirmation from the IRB. Please review the [Exempt Self-Determination Tool](#) to determine if your human subjects research is eligible. If it is, complete and follow the instructions on the form. Do not submit this form to UROP or the IRB. Visit the [UCI Office of Research Regulatory Compliance site](#) for more information.

Funding Information: Enter the total amount of funding you are requesting. Make sure complete details are contained in your proposal. If you are receiving additional outside funding for your project, please provide details regarding the source, amount, and purpose of these funds.

Department Contact Information: If your project is recommended for funding, the funds will usually be transferred to an account in your faculty mentor's department. Enter information for a departmental accounting contact who will work with your project; you can get this information from your faculty mentor.

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Revise: Review all your information. Click the appropriate **Revise** button to make changes.

Submit: Click **Submit** after confirming that the information you entered is correct. You and your faculty mentor(s) will receive an e-mail confirming that your proposal has been received, which includes a link to access the information you submitted and make further edits.

UROP PROPOSALS 1-2-3-4-5

Faculty Mentor 1/1 * Required Information

Title:

First Name* Middle Initial Last Name*

Department*

E-mail* must be a UCI email

Phone Number

UCI Address*

Double-check that your information is correct, then click the Continue button.

UROP PROPOSALS 1-2-3-4-5

Project Information * Required Information

Title of your Project*

Does your project TITLE contain scientific notation, Greek letters, bold, italics, or other special characters/symbols?

Has your faculty mentor(s) approved the proposal that you are submitting?

Proposal* No file chosen [Sample Proposals](#)
(Please upload your proposal as a PC Formatted Word (.DOC) or Adobe PDF (.PDF) Document.)

If this project involves human subjects, have you either completed the Institutional Review Board (IRB) [Exempt Self-Determination Tool](#) OR obtained/are in the process of obtaining IRB review/approval?
 Yes No Not Applicable
If No, please discuss with your Faculty Mentor. If you have further questions, please contact [UROP](#) for assistance.

If this project involves the student's use of live vertebrate animals, has it been approved by the Institutional Animal Care and Use Committee (IACUC)?
 Yes No Not Applicable
If No, please discuss with your Faculty Mentor. If you have further questions, please contact [UROP](#) for assistance.

Funding Information

Funding Request* \$ TOTAL
(Please make sure you have included your budget details and justification in the proposal.)

Related to the proposed project, are you receiving funding for research-related supplies and expenses?

Related to the proposed project, are you receiving funding in the form of stipends?

If yes, please indicate source, amount and purpose of funding:

If awarded, funds will be transferred to a departmental account, or awarded directly to you as a stipend. In the event that we decide to transfer to a departmental account, please provide us with the following information for a departmental accounting contact who works closely with your faculty mentor.

Department Accounting Contact*

Phone E-mail*

Double-check that your information is correct, then click the Continue button.