

## CALL FOR PROPOSALS 2022–2023

### UNDERGRADUATE RESEARCH OPPORTUNITIES PROGRAM (UROP)

#### GUIDELINES

*(aussi disponible en français)*

#### PURPOSE

The Undergraduate Research Opportunity Program (UROP), managed by the Office of International Research and Experiential Learning (IREX), funds full-time second- and third-year uOttawa students' research projects through one-year CA\$1,000 scholarships.

UROP is meant to foster undergraduate students' interest in research and lead them to engage in experiential learning under the supervision of a University of Ottawa professor. It's also aims to encourage them to pursue graduate studies and research careers.

#### EXPECTATIONS AND REQUIREMENTS

Research projects must be carried out part time over a five-month period (equivalent to 75 hours) with the possibility of starting **as early as November 28 and at latest January 9<sup>th</sup>**.

At the start of internship, the student and the project supervisor must make themselves aware of their respective responsibilities and log them in a **learning objective sheet**. This document will be sent to the recipients by IREX as soon as the scholarship is granted.

At the end of the internship, the student and the project supervisor must also complete a **learning outcome report** and submit it to IREX at latest by April 28.

#### ELIGIBILITY CRITERIA

##### Students

- Be a second- or third-year undergraduate student with full-time status at the time of application.
- Have a cumulative grade point average (CGPA) of 7.5 or above. Students who come from another institution and don't have a uOttawa CGPA must have a minimum admission average of 75%.
- Have never received a UROP scholarship.
- Have never studied at the master's or equivalent level.

Students who are from other institutions, plan to be absent for a prolonged period, take part in the CO-OP program during the fall or winter semester, or write an honours thesis are not eligible for the program.

##### Professors

Professors are eligible to serve as supervisors if they have a regular, full-time tenured or tenure-track position or if they are based at an affiliated research institute and hold an academic appointment with the University of Ottawa as Assistant, Associate or Full Professor. Emeriti professors who are active in research are also admissible.

Please note that, contrary to the practice for previous competitions, supervisors will not be remunerated. As well, project supervisors can oversee a maximum of two scholarship recipients.

## SELECTION CRITERIA

### Research project description

A **two-page (max.)** document written by the project supervisor. It must include the following:

- A detailed description of the research question or working hypothesis, and the project objectives.
- Research approaches and methods that will be used.
- Project relevance in terms of the student's program of study and areas of interest.
- Proposed learning outcomes and targeted skills or competencies.
- A breakdown by week of the 75 hours of learning, with the number of hours allocated to each activity.
- An explanation as to how UROP will contribute to the project director's approach.
- Demonstration of alignment with faculty or department research priorities.

### Statement of interest

A **two-page (max.)** document written by the student. It must include the following:

- The reasons for the student's interest in the project and the expected link between this experience and the student's academic, professional and experiential learning goals
- The ways UROP could help the student attain their goals

### Student's academic record

A transcript with the student's cumulative grade point average.

An evaluation committee will review the applications in terms of the criteria and their relative value presented in this table.

Evaluation criterion	Value (%)
Relevance of the research project and experiential learning activities	40
Quality of the statement of interest	30
Excellence of the academic record	30

## VERIFICATION OF ELEMENTS IN TERMS OF RESPONSIBLE RESEARCH CONDUCT

Any research project involving the following elements are subject to an approval request by an Ethics Research Committee

- Living human participants (ex. interviews, questionnaires or interactions)
- The secondary use of data pertaining to human participants (ex. analysis of clinical files, data collected in a prior research project)
- Human biological materials, embryos, fetuses, fetal tissues, human reproductive material or human stem cells

Please note that, if your project is part of works which have received ethics approval, a modification request will need to be submitted. In addition, other than secondary use of data, no new projects can be submitted.

With regards to any questions as to ethical requirements, please consult the website of [Office of Research Ethics and Integrity | Research and innovation \(uottawa.ca\)](#). If your project includes living vertebrate animals, please consult the website of [Animal Care and Veterinary Service | Research and innovation \(uottawa.ca\)](#).

## **APPLICATION SUBMISSION**

The file (research project sheet, statement of interest and academic transcript) must be submitted **in PDF format** through Online Scholarships and Bursaries by **November 14, 2022, at 23h59 ET**.

## **CONTACT PERSON**

For any questions about the program, contact Julie Vaillancourt, Coordinator, at [urop@uOttawa.ca](mailto:urop@uOttawa.ca).

Last updated: October 14, 2022