



## **Undergraduate Research Opportunities Program (UROP)**

### **Award Information & Proposal Guidelines**

UROP projects provide undergraduate students a unique opportunity to explore, collaborate, and develop new skills, fostering academic, personal, and professional growth. UROP aims to support undergraduate students across the university in cultivating habits of lifelong learning and building relationships with faculty mentors. There is no preference for any academic field or discipline, research topic, or methodology.

#### **Eligibility & Requirements for Students**

- All applicants must be undergraduate students enrolled at least half-time and in good academic standing.
- Students who are graduating during a UROP funding cycle (for example, in August 2025 for a Spring/Summer-Fall funding period) may only be eligible for a partial award.
- Students may submit only one proposal per award period.
- Students may receive a maximum of two UROP awards during their academic career at WSU.
- Proposals must be authored by the student applying for UROP funding and should follow the proposal formatting guidelines.
- The scope of the proposed work should align with the timeline of the UROP funding cycle. If the proposed work is part of a larger project with a timeline that extends beyond the funding cycle, the applicant's role in the project should be clearly described.
- Students are expected to attend and present their UROP projects at the Warrior Scholars Conference, held annually on campus in March.
- Students are required to submit a final report upon completion of their UROP participation.

#### **Eligibility & Requirements for Faculty Mentors**

- Faculty Mentors must be a member of the full-time Wayne State faculty or have received a waiver of this requirement from the UROP office.
- Student proposals must be supported by a recommendation letter written by the faculty mentor who will be involved in the UROP project.

- A faculty mentor may sponsor up to two proposals per award period. The individual proposals should clearly demonstrate how they are distinct from one another. If a faculty member mentors two proposals that do not compellingly demonstrate their distinctness, the proposals will be treated as a group project, and applicants will share a single award.
- While the faculty mentor should provide guidance in developing a proposal for UROP funding, the proposal must be student-authored. Any proposal that appears to represent the faculty mentor's work product will not be funded.
- Faculty are required to provide feedback and assessment of the student's progress upon completion of UROP participation.

### **Award Information for Students**

- UROP funding of up to \$2,300 is applied directly to the applicant's student account. If a student owes a balance to Wayne State University, the award will be applied to the balance and any remaining funds will be given in the form of a refund.
- The award is distributed in two parts: an initial award of \$1,800, followed by a final award of \$500 after all award requirements have been completed. A partial award may be granted to students graduating during the UROP funding cycle.
- Students working together on a group project will share a single award.
- Students eligible for Work-Study may designate their UROP project as their Work-Study placement and receive funding through the financial aid program instead of the standard UROP award. In some cases, UROP projects funded through Work-Study may receive a higher amount than the standard UROP award. Eligibility for a UROP Work-Study is determined by the Office of Student Financial Aid upon completion of the Free Application for Federal Student Aid (FAFSA).

*For Financial Aid recipients:* UROP awards are considered a source of student financial aid and become part of the student's financial aid package. In some cases, a UROP award may affect the student's eligibility for federal financial aid, and other awards or loans may be reduced to accommodate the UROP award within the overall aid package. The Office of Student Financial Aid will review the impact of the UROP award on the student's aid package and provide information about whether existing awards or loans will be impacted.

### **Award Information for Faculty Mentors**

- Faculty mentors will receive \$750 to use as stipend and/or additional support for the project. The award will be deposited directly into a departmental general fund account. If the faculty member mentors two students, they will receive a supplemental stipend of \$375.

## **UROP Project Proposal Guidelines and Tips**

Whether you're pursuing a research or creative project, your proposal should clearly outline your goals, the significance of your work, your methods and work plan, and the expected outcomes. Additionally, your proposal should reflect on what you hope to learn from the project beyond your findings or contributions—how will this UROP experience shape you and your journey at Wayne State and beyond?

Proposals must be written by you in consultation with your faculty mentor. It should be between 1000-1500 words in length. Citations and references are required (the reference section is excluded from the overall word count).

**Important:** Proposals should be formatted with the following sections; however, you are free to add additional sections or information depending on project type.

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### **Project Title**

### **Name of Student**

### **Name of Faculty Mentor**

### **Project Statement** (approx. 150 words)

*Think of this as the sales pitch for your project. You want to make it clear what your project seeks to address and justify why it is significant. Strive to use language that is accessible to people not familiar with the academic field or topic. Questions to guide your writing:*

- What is the central question, issue, or need that your project addresses?
- Why is it important and to whom is it important?
- How will the project make a difference?
- What is the scope of this project?

### **Background and Objectives** (approx. 350 words)

*This section explains why your project matters. Demonstrate your understanding of the project's broader context and explain what contribution you seek to make. You should cite relevant scholarly literature or bodies of work that inform your project. For some projects, particularly those in the hard sciences, this is where you state your hypothesis and explain the scientific merit of your research. Questions to guide your writing:*

- What is already known about the topic or issue?
- What are your project's main objectives?

- What theories or concepts guide your project?
- What contribution does your project aim to make (for example, to scientific knowledge, to an academic field, to art, to society)?

### **Work Plan and Methods** (approx. 300-400 words)

*A successful proposal must demonstrate a realistic timeline and methodology. Explain how you will carry out your project's objectives and, if applicable, answer your research question. Be specific about your duties and responsibilities, including how you plan to collaborate with your mentor. Detail how you will complete the project within the funding period (incorporating a timeline is fine). Questions to consider:*

- Why is this methodology most appropriate?
- Do you have experience with, or will you need to receive training, to carry out this work?
- How often and through what means will you and your mentor collaborate (for example, bi-weekly in person or over Teams)?
- Does your research involve the use of human subjects and require IRB approval?

### **Budget** (approx. 100 words)

*The total should not exceed \$2,300 and should include details of how the award money will be used. All supplies which you will purchase should be included; do not include supplies provided by the faculty mentor or already available in a lab. A salary is an acceptable budget item; some may wish to allocate the full award amount as a salary.*

### **Learning Goals** (approx. 200 words)

*This section is crucial to your proposal because the UROP experience goes beyond just conducting research or working on a creative project – it's an opportunity for personal growth. By stating your learning goals, you can better track your development throughout the project, reflecting on the knowledge you've gained, the skills you've developed, and the connections you've made. Questions to consider:*

- What academic and personal experiences have prepared you to carry out this project?
- Why is this project meaningful to you?
- How does the project advance your personal, academic, and/or career goals?
- What knowledge and skills do you wish to develop?
- What do you hope to gain from working with a faculty mentor?

### **Expected Outcomes** (approx. 200 words)

*This final section should clearly articulate what you aim to produce and the broader contributions of your project. The outcomes should connect with your project's goals and*

*objectives. You should also address any potential challenges, risks, or limitations that may affect the success of your project and how you might mitigate them. Questions to consider:*

- What does “success” look like for this project? How will you evaluate it?
- What challenges do you anticipate and how might you address them?
- How do you plan to share your project’s findings or creative work? Through what specific mediums or venues (e.g., report, paper, performance, exhibition, etc.)
- Will this project directly contribute to your coursework, such as an honor’s thesis?

**References** (excluded from the word count)

*References should be formatted in accordance with the major style guide used in your field (APA, MLA, Chicago).*

**Faculty Mentor Letter of Recommendation**

Faculty mentors must complete the UROP faculty mentor support form and upload their letter of recommendation to the link located at [urop.wayne.edu](http://urop.wayne.edu). The letter of recommendation should include comments on the following:

- The student’s ability to carry out the proposed project. Please include any past or present experience supervising this student as a research assistant, in a course, or in a directed study project.
- The relationship between the student’s project and your own research, scholarly, or creative activities, including any ongoing projects.
- Describe your role in planning and carrying out the student’s project, as well as your planned interactions with the student over the course of the project.
- Explain how you and the student will benefit from the project, both short and long term.
- Confirm that the proposal represents the student’s own work product and not your own.