

UREAP Help Guide

Table of Contents

Part I: The UREAP Application	2
Introduction.....	2
Technical Notes	2
UREAP Eligibility	2
UREAP Adjudication.....	3
TRU Romeo	3
TRU Romeo Registration	3
Creating an Undergraduate Research Experience Award Program Application	4
Completing the Undergraduate Research Experience Award Program Application.....	5
Project Info Tab	5
Project Team Info Tab	5
Project Sponsor Info Tab	6
ORIGINAL FORM Tab – Eligibility and Academic Information	7
ORIGINAL FORM Tab – CHECKLIST.....	7
ORIGINAL FORM Tab – DECLARATION	7
Attachments Tab	7
UREAP APPLICATION FORM – Faculty Mentors Information	7
UREAP APPLICATION FORM – Project Description.....	8
UREAP APPLICATION FORM – Project Timeline with Benchmarks	9
UREAP APPLICATION FORM – Operating Grant Budget Proposal	10
UREAP APPLICATION FORM – Contribution to Academic/Professional Goals.....	12
Approvals Tab.....	12
Logs Tab	12

Part I: The UREAP Application

Introduction

The Undergraduate Student Research Experience Award Program (UREAP) is a **\$4,500 scholarship** that can help you get started in your own original research. It is a way to improve your resume, increase your academic and professional success, and make your time at Thompson Rivers University more interesting and rewarding. Beyond working in a science lab, activities such as inventing new ways to heat a house, finding new ways to look at social issues, writing a play or a novel or creating an artistic work can all be considered research.

In addition to the \$4,500 scholarship, projects are also eligible for an **additional operating grant up to \$1000** to cover expenses such as supplies, travel for the purpose of research, or travel to conferences to share your research findings. Operating grants are subject to availability of funds and the discretion of the UREAP adjudication committee. More information on the operating grant can be found in the Operating Grant section of this help guide.

For many of you, this may be the first time you are writing a formal grant proposal. We recommend that you read through this help guide before you start your application and refer back to it whenever you need additional clarification. This guide is intended to aid in the development of your proposal but in no way provides strict rules to what your proposal should look like. Please utilize the other resources that are available to you such as your faculty mentor's feedback, as well as the drop in sessions of the TRU Undergraduate Research Ambassadors. If you have additional questions, please email studentresearch@tru.ca.

Technical Notes

TRU Romeo works with all browsers. All sections of the application have a maximum character count and you will not be able to input more than that allotted character count.

UREAP Eligibility

Please ensure that you meet all of the eligibility requirements before submitting an application. In order to be considered for a UREAP award, you must:

- Be a full time student of Thompson Rivers University at the time of application and be enrolled in an undergraduate program of study
- Have completed a minimum of 60 credits of undergraduate study at the time of application
- Have a minimum GPA of 3.2*
- Have a faculty member who is willing to mentor you as an introductory researcher and supervise/guide your project

- Not have received a UREAP award in the past
- Not hold a UREAP and an NSERC-USRA at the same time, for the same project

*Students who do not meet the GPA requirement may apply and must include an explanation of the circumstances leading to a lower GPA.

If you are unsure if you meet all of the eligibility requirements please talk to your faculty mentor or contact the Office of Research and Graduate Studies via studentresearch@tru.ca.

UREAP Adjudication

Applications are adjudicated by an internal committee of faculty members and a student representative. The Office of Research and Graduate Studies will normally contact applicants within 4-5 weeks of the deadline with adjudication results. The adjudication committee evaluates applications based on the following criteria:

- A. The quality of the proposal (50%),
- B. The applicant's academic record (30%).
- C. The strength of the two Faculty Mentor Support Forms (20%),

**The principle of equitable and proportional distribution across faculties will guide the final ranking and allocation of awards.*

TRU Romeo

The UREAP application can be found within TRU Romeo. TRU Romeo is a research administration tool that allows researchers and administrators to work collaboratively to manage internal and external grant applications throughout the life span of your research project. The TRU Romeo portal allows students to apply for certain internal research awards (such as UREAP).

TRU Romeo Registration

Go to:

<http://tru.researchservicesoffice.com/Romeo.Researcher/Login.aspx?ReturnUrl=/ROMEEO.Researcher/default.aspx>

Select "Register".



Welcome! If you do not have a Researcher Portal login please Register. If you have a Researcher Portal login, but cannot remember your Password, type your Username and click Reset Password. Remember you username includes the full email address (ex. name@tru.ca). If you have a Researcher Portal login, but cannot remember your Username or Password, contact your system administrator via help@romeo.ca

A login form with a white background and a thin border. At the top right is a 'Login' button with a blue arrow icon. Below it are two input fields: 'Username' and 'Password'. A yellow arrow points down to the 'Password' field. At the bottom are three buttons: 'Login', 'Register', and 'Reset Password'.

Fill in the fields marked with a red asterisk (*). When filling out the information for affiliation, select “Add New”. In the first drop down bar next to “Level” select “Faculty”. In the second drop down bar next to “Unit”, select the Faculty or School that you are studying under. Once both of these are filled in select “Save”. Once you have filled in all the required information, TRU Romeo will send you a registration confirmation email. If you do not receive this email, then check your junk/spam folders. The subject line begins with: “FWD: eRSO...” If you still cannot find the confirmation email, please contact studentresearch@tru.ca.

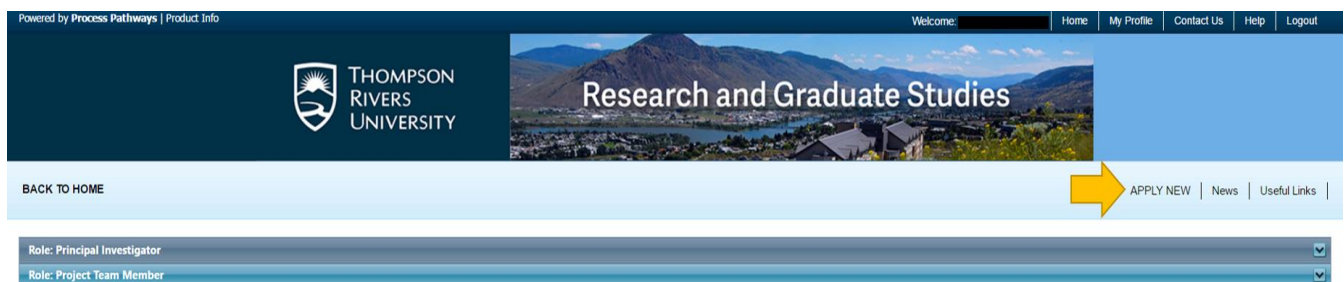
Once you receive the registration confirmation email, copy the confirmation code and follow the link embedded in the email. Paste the confirmation code into the box and complete the form to register your password. You only have to use this confirmation code once.

You are now registered in TRU Romeo! Your username is the email address that you used to register and your password is the one you just registered with.

Creating an Undergraduate Research Experience Award Program Application

To create your UREAP application, login to the TRU Romeo Research portal using your email address and password information.

On the Home Screen, choose “APPLY NEW”.



Under Research and Graduate Studies, choose “Undergraduate Research Experience Award Application”. You have now started an UREAP application.

Completing the Undergraduate Research Experience Award Program Application

Your UREAP application should contain the following tabs:



The screenshot shows the top of the UREAP application interface. At the top left, it displays 'Application Ref No: 2458' and 'Project Title:'. Below this, it shows 'Project Work Flow State: Pre Submission'. On the right side, it says 'Application Form: Research Grants/Contracts Administration Form'. Below the text, there are several buttons: 'Save', 'Close', 'Print', 'Export to Word', 'Export to PDF', and 'Submit'. At the bottom, there is a horizontal navigation bar with several tabs: '* Project Info', 'Project Team Info', 'Project Sponsor Info', '* Research Grants/Contracts Administration Form', 'Attachments', 'Logs', and 'Errors'. The 'Project Team Info' tab is currently selected and highlighted.

Project Info Tab

Include the title of your proposed project in the box next to “Title”.

The next two boxes (start and end dates) must be filled in depending on which UREAP application cycle you are applying for.

If you are applying for the **Winter semester UREAP application cycle** (with an October application deadline) please use *November 15th* for the start date and *June 30th* for the end date.

If you are applying for the **Summer semester UREAP application cycle** (with a February application deadline) please use *April 15th* for the start date and *September 30th* as the end date.

Please add a few key words that describe your project. You can use the drop menu to search for pre-existing key words that previous projects have used that also fit with your project, or you may create and add your own.

Related Certifications are additional certifications that you may need to apply for given your proposed project (i.e., human ethics, animal care, biohazard, etc.). Once funds have been awarded, it is critical to secure all necessary certifications before you will be issued any funds. If you are unsure if your project requires any additional certifications, ask your faculty mentor.

Project Team Info Tab

Because UREAP is a student-driven research initiative, you will automatically be added as the principle investigator. We encourage you to add your faculty mentors as team members so they have access to your application. With that being said, it is extremely important that this is an original application completed by you with support from your faculty mentors.

To add your faculty mentors click the “Add New” button under “Other Project Member Info”. You can then search for and select your faculty mentors from other researcher profiles by selecting “Retrieve Info”.

Save Close Print Export to Word Export to PDF Submit

Project Info Project Team Info Project Sponsor Info Research Grants/Contracts Administration Form Attachments Logs Errors

Principal Investigator

Retrieve Info
Prefix: [dropdown] Last Name*: [text input: User] First Name*: [text input: New]

Search for a team member by entering his/her first or last name at the top of the screen and click “Search”.

Investigator List
Close
Start With Any part
Last Name: [text input]
First Name: [text input]
Search Reset

Project Sponsor Info Tab

You will need to complete the Project Sponsor Information on your UREAP application to indicate the competition to which you are applying.

Please use the following steps to complete the information on this tab.

1. Click on the Project Sponsor Info Tab
2. Click on the “Add New” button
3. Click on the “Agency” button
4. In the Abbreviation area type: **TRU**. Press “Search”
5. Under the Options box press “Select”. The screen will then change back to the original screen.
6. In the “Program” category, under the drop down menu, select “Undergraduate Research Experience Award”.
7. At the bottom of the page, press “Save”

You do not need to fill in start or end dates under this tab.

Undergraduate Research Experience Award Application Tab – *Eligibility and Academic Information*

Under this tab, please provide your TRU student number and your current year of study.

If you know that your cumulative GPA does not meet the required 3.2 cutoff, you must upload a pdf letter to the adjudication committee in the Attachments tab explaining your lower GPA and why you should still be considered for this scholarship.

Undergraduate Research Experience Award Application Tab – *Checklist*

The following is a checklist for you to ensure that your application is complete at the time of submission.

Undergraduate Research Experience Award Application Tab – *Declaration*

The following is a student declaration that you must complete before you submit your application. Please read through each statement carefully. You cannot submit your application without checking “Yes” to every statement.

Attachments Tab

This is where you will find the main UREAP Application Form. It is saved as a fillable word document that you must download to your computer. Once you have downloaded it, please complete all sections of the form. Once you are happy with your finished application form, and have had multiple people (including your faculty mentors) read it and provide feedback, save it and upload the final version to this tab.

This tab is also where you should include your Operating Grant Budget proposal (mentioned below). If you do not meet the cumulative GPA cutoff of 3.2, this is the area where you must include a letter to the adjudication committee describing why you should be considered for this scholarship.

UREAP APPLICATION FORM – Faculty Mentors Information

In 1.1, give the name of your Primary Faculty Mentor.

In 1.2, give the name of your Secondary Faculty Mentor.

At the bottom of this tab, there is a link to the Faculty Mentor Support Form. Both of your faculty mentors must complete this form and send it in a confidential email to studentresearch@tru.ca BY THE APPLICATION DEADLINE. These letters combined are worth 20% of the overall adjudication and incomplete applications will not be forwarded to the adjudication committee.

UREAP APPLICATION FORM – Project Description

This is the main part of the application. This is the area where you will describe your proposed project in detail and where you will convince the adjudication committee that your proposed project should receive funding over all other projects. This is a very difficult skill and it is one that you will develop as you complete this application.

We recommend that you complete at least 3-4 drafts of your proposed project description. We also highly encourage you to work with your faculty mentors as you complete this section. If you require extra assistance, refer to the “Where can I get help with my UREAP application” section of the UREAP website.

In 2.1, provide an abstract for your proposed project in 1500 characters or less. An abstract is a concise summary of the larger project proposal. Abstracts will vary based on discipline, so please investigate how to write a proper abstract according to your discipline. As an overview, your abstract should include:

- the main objective of your proposed project;
- an outline of the methods you intend to use;
- any projected or intended results of the proposed project; and
- the implications or significance that your proposed project will have in your field of study.

In 2.2, provide a brief literature review for your proposed project in 3500 characters or less. This part of the application will contain previous research and should include literature sources with proper citations. A strong application will typically have 6-8 cited literature sources. If you need help citing these sources, please refer to the library (<http://www.tru.ca/library.html>), talk with your faculty mentor, or visit an Undergraduate Research Ambassador during their drop in sessions (times available on the website). This literature review should also describe a knowledge gap within your field of study and how your research will significantly contribute to filling that gap.

In 2.3, give the hypothesis or research question for your proposed project in one or two sentences. If you would like to break your research question down into more specific objects feel free to add those here as well.

For example:

The research question for my proposed project is “what are the best predictors of attraction for online dating profiles?” Specifically, I will be investigating how different levels of income, profile attractiveness, warmth, and intelligence influence females’ likelihood to date in an online setting. It is well known that profile picture attractiveness influences females when choosing a

male in an online dating setting; however, the importance of these other factors have not been investigated.

In 2.4, describe details about the methodology and analysis that you plan to employ while completing your proposed project in 1500 characters or less. This area should discuss by what means you are going to complete your project and how you plan to analyze any quantitative or qualitative data.

In 2.5, describe how your research will significantly impact your field of study. This is the area of the application where you can convince the adjudication committee of the importance and novelty of your research.

In 2.6, briefly describe your research dissemination plans. Perhaps you may want to present it in a peer reviewed journal or create a poster to present in the annual TRU Undergraduate Research and Innovation Conference. Other dissemination opportunities may be presenting to a community board or hosting an art exhibition. Tell the adjudication committee how you want to share your research findings.

In 2.7, list the references that you have cited throughout this section of the application following the citation style that is appropriate to your discipline.

UREAP APPLICATION FORM – Project Timeline with Benchmarks

In 3.1, provide a rough timeline for your project with broad benchmarks. Please note, these benchmarks are to show the adjudication committee that your research can be completed with the allotted 12-week term. If you start your research and find that your project is taking a different direction, you are not committed to this timeline. Work with your faculty mentor to develop a reasonable timeline.

For example:

January:

- Begin training on the Capillary Electrophoresis
- Determine the optimal instrumental parameters and experimental conditions

February:

- Begin the interaction studies
- Finalize data and complete 3 trials

March:

- Begin analyzing data
- Rerun experiments as needed
- Present in the TRU Undergraduate Research Conference

April:

- Finish analyzing data
- Determine the binding stoichiometry or the binding sites using H-NMR

May:

- Write the final UREAP Report

UREAP APPLICATION FORM – Operating Grant Budget Proposal

In addition to the \$4500 scholarship, the UREAP award also offers **UP TO \$1000** towards direct research expenses. Under the Attachments Tab, there is a budget template for the operating grant. If you wish to apply, please download the template, complete it, save it, and reattach it in the Attachments tab.

These expenses must be pre-approved by the UREAP committee in the adjudication process. Categories of research expenses that can be funded through this operating grant include:

- Research supplies (lab materials, art supplies, participant incentives, etc.)
- Travel for research purposes (gas reimbursement, bus tickets, hotels, etc.)
- Travel for research dissemination (conference registration fees, hotels, poster printing, etc.)

If you are looking for funding for anything that does not fall within these three categories, please consult with your faculty mentors if it would qualify within this operating grant. If you have further questions or need clarification, please contact studentresearch@tru.ca. We highly recommend that you have one of your faculty mentors look over your operating grant budget before attaching it to the application.

Note: This is not an area to describe what you will do with your \$4500 scholarship money.

In 4.1, indicate the TOTAL AMOUNT REQUESTED that you wish to apply for. This number should NOT exceed \$1000 and should match the TOTAL AMOUNT REQUESTED from the last line of the operating grant budget document that you attach to your application.

If you are not successful in obtaining an additional operating grant, indicate in 4.2 how you will obtain necessary supplies or extra funds (i.e., the supplies will be funded by my faculty mentors' grants).

Operating Grant Examples Found Below:

1	UREAP Budget - Additional Costs		
2			
3	Travel Costs		
4	Applicant		
5	Research Travel - Canadian & Foreign**		
6	Airfare	\$	-
7	Mileage	\$	-
8	Accommodations	\$	-
9	Per Diem	\$	-
10	Per Diem Rate & Accommodation		
11	TOTAL		
12	Supplies		
13	Publication expenses	\$	-
14	Office supplies	\$	-
15	Technical and Transcriptional services	\$	-
16	Small Equipment	\$	-
17	Laboratory Supplies	Epigallocatechin Gallate	\$ 181.50
18		Docosahexaneic acid	\$ 91.30
19		Sodium Phosphate	\$ 91.10
20		CE Lamp	\$ 556.00
21			
22			
23	Field Supplies	\$	-
24	Other Expenses (please specify)	\$	-
25	Conference Registration	\$	-
26			
27			
28		\$	-
29			
30	Total Supplies Costs	\$	919.90
31	TOTAL AMOUNT REQUESTED		
32			
33		\$	919.90
34			
35			

1	UREAP Budget - Additional Costs				
2					
3	Travel Costs				
4	Applicant				
5	Research Travel - Canadian & Foreign**				
6	Airfare	Westjet Flight 218/1578 YVR-ORD May 25-May 30, 2016	\$	576.85	
7	Mileage		\$	-	
8	Accommodations	Shared hotel for 4 nights	\$	200.00	
9	Per Diem		\$	-	
10	Per Diem Rate & Accommodation				
11	TOTAL			\$	776.85
12	Supplies				
13	Publication expenses			\$	-
14	Office supplies			\$	-
15	Technical and Transcriptional services			\$	-
16	Small Equipment			\$	-
17	Laboratory Supplies				
18	Field Supplies				
19	Other Expenses (please specify)			\$	-
20	Conference Registration			\$	100.00
21				\$	-
22					
23				\$	-
24					
25	Total Supplies Costs			\$	100.00
26	TOTAL AMOUNT REQUESTED				
27					
28				\$	876.85
29					
30					

UREAP APPLICATION FORM – Contribution to Academic/Professional Goals.

This is part of the application where the adjudication committee gets to know you. In 5.1, describe how this project and how obtaining an UREAP (in 1000 characters or less) will contribute to your academic and/or professional goals.

Approvals Tab

You do not need to fill out anything within this tab as it is for Research and Graduate Studies purposes.

Logs Tab

You do not need to fill out anything within this tab as it is for Research and Graduate Studies purposes.

Note: If you have a tab labeled as “Errors” in red font, there is an error in one of the fields in your application. If you are still experiencing this problem after reviewing your application, please email studentresearch@tru.ca for assistance.