

UREAP Help Guide

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Part 1: 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=/ROMEO.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 light blue border. At the top right, it says "Login" with a blue circular arrow icon. Below this are two input fields: "Username" and "Password". A yellow arrow points down to the "Password" field. At the bottom, there 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. On the left, it displays 'Application Ref No: 2458' and 'Project Title:'. Below this, it shows 'Project Work Flow State: Pre Submission'. On the right, it says 'Application Form: Research Grants/Contracts Administration Form'. Below the text are several buttons: 'Save', 'Close', 'Print', 'Export to Word', 'Export to PDF', and 'Submit'. At the bottom, there is a horizontal navigation bar with tabs: '* Project Info', 'Project Team Info', 'Project Sponsor Info', '* Research Grants/Contracts Administration Form', 'Attachments', 'Logs', and 'Errors'.

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: [] Last Name*: [User] First Name*: [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: [] First Name: []

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.

ORIGINAL FORM 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.

ORIGINAL FORM Tab – CHECKLIST

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

ORIGINAL FORM 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:

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.

Part 2: Post-Acceptance

The acceptance letter

Congratulations! Your hard work in preparing your research project proposal has paid off, and now it is time to begin your UREAP. This segment of the document will help guide you through the project timeline and provide clarity on what steps must be made before your UREAP is officially concluded.

At this point, you have received your acceptance letter stating you have been selected as a successful UREAP candidate for this round. A copy of this notice has also been sent to your faculty supervisor. **Please keep a copy of your acceptance letter for your reference**, as it contains important information such as how to obtain your first installment of your funds. The key information included in your acceptance letter is the following:

- Whether your project requires ethics certification;
 - If it does, refer to the next section or visit this link <http://www.tru.ca/research/research-ethics.html>;
 - If it does not, you may commence your project.
- Once you've been approved by ethics, your supervisor can request the release of your funds by emailing Student Awards and Financial Support at finaid@tru.ca;
 - Your \$4,500 scholarship award is released in two equal installments of \$2,250; the second installment gets released after you submit your final UREAP documents.
- The approved dollar amount for your operating grant;
 - You are allowed to spend up to this amount according to the budget you submitted in your proposal;
 - Refer to “Your operating grant” to learn how these funds work.
- The deadline to sign and return your official acceptance of the scholarship award.

Confirming your Ethics approval

Referring to the acceptance letter, you will see that it states whether the Ethics Board determined your project requires ethics certification. If your project does not require ethics certification, you are free to begin with your project. If it does require ethics certification, the information below will direct you on the ethics certification process:

Ethics applications are located in the ROMEO portal: <http://www.tru.ca/research/romeo.html>

- Questions regarding ethics and compliance can be directed to Debbie Krebs, Ethics and Compliance Officer, dkrebs@tru.ca or 250-852-7122, Tuesday-Thursday, 8am-2:30pm.
- Research Ethics website: <http://www.tru.ca/research/ethics.html>
- Students may **not** begin research projects until ethics and compliance certification is in place (if applicable).
- Students and supervisors will receive email notification when ethics is approved, usually within four to six weeks of submission.
- Ethics Committee meets monthly during the academic year and on an “as required” basis over the summer.

Below are some images to help direct you to your ethics application:



Human Research Ethics Committee

Application Name	Description	Status
Human Ethics Research Application - Classroom Projects	Use this form if you are a faculty member teaching a course with research involving human participants	Open
Human Ethics Research Application - Faculty & Graduate Students & Undergraduate Students	Use this form if you are a faculty member or graduate student for your research using human participants.	Open
Human Research Ethics Final Report	Use this form for your final report on completed human ethics research protocols	Open

4/17/2018

ROMEO - Researcher Portal

Powered by Process Pathways

Welcome Kevin Clyde

Application Ref No: 6383

Application Form: Human Ethics Research Application - Faculty & Graduate Students & Undergraduate Students

Save Close Print Export to Word Export to PDF Submit

* Project Info Project Team Info
 * Human Ethics Research Application - Faculty & Graduate Students & Undergraduate Students Attachments
 Approvals Logs Errors

* Declaration * Project Description, Methodology & Procedures * Risk Assessment * Participant Information

* Informed Consent * Project Details * Data Details Additional Information * Checklists & Good Practices

1.1) * I verify that: a) this project has been reviewed and deemed to be methodologically sound and complies with the professional ethical standards and guidelines of the area of research. b) the information contained in this application is accurate; c) that the conduct of the proposed research will not commence until ethical approval/clearance has been granted.

Please Note: Conduct of research using human participants that has not received ethics approval/clearance is a breach of TRU's policy in Integrity in Scholarship Activity (Policy ED 15-2)

I agree

1.2) * Please indicate the type of research

Faculty Research
 Graduate Student Research
 Undergraduate Student Research

1.3) If you checked the undergraduate student research box, please indicate if project is part of an Honours Thesis

Please ensure you have listed your faculty supervisor on the Project Team info tab

No
 Yes

1.4) If you are an graduate/undergraduate researcher you must include your supervisors name on the Project Team Member tab and confirm here that your supervisor has reviewed this application.

Yes - My supervisor is listed and has reviewed this application

1.5) What level of coursework does this project relate to?

Make sure you have indicated what year of study you are in. Also ensure you have listed your project/faculty supervisor on the Project Team Information Tab.

How to obtain your first installment of funds

As mentioned, your \$4,500 UREAP scholarship is released in two separate installments of \$2,250; one at the beginning of your project and then another upon completion. Once you have approval from ethics to begin your project, your supervisor may email Student Awards and Financial Support at finaid@tru.ca to request your first installment of funds. Your supervisor should use the student's **full name**, **student number**, and **competition title** referenced in the subject line in the email. The finance office will notify you and your supervisor when the funds are ready for pick-up at the finance office in Old Main. These funds are part of your award and therefore you do not need to report how you spend these funds in your final financial report.

Your operating grant

Referring back to your acceptance letter, you will find the **approved dollar-amount** for your operating grant (up to \$1,000). The operating grant works by reimbursing you for operating costs incurred throughout your project. The reimbursement process ensures that the operating grant is used only for the approved costs associated with your project, so it is crucial that you **keep all of your original receipts** from these purchases. You can claim general expenses such as lab supplies, as well as travel expenses such as mileage, per diem, and airfare, as long as the expenses align with the initial budget you submitted in your application. It is crucial that you use the appropriate form for the particular type of claim you are making. Use the information below to ensure you submit the appropriate claim for your particular project:

- Operating grants of up to an additional \$1,000 are available to UREAP students to assist with project expenses identified in application budgets. Check your award letter for confirmed amount, if requested.
- As you make purchases for your project, keep a careful record that includes **all of your receipts. You will need to attach the original receipts to your claims.**
- When you have all of your receipts compiled, you can claim these operating expenses by filling-out and submitting the appropriate form to the research office.
 - For general expenses (office supplies, field supplies, lab supplies), fill-out and submit a [TRU Check Requisition form](#) (click link for form).
 - For domestic travel expenses as part of your UREAP, submit a [TRU Canada Travel Expense Form](#) (click link for form).
 - For international travel expenses as part of your UREAP, submit a [TRU International Travel Expense Form](#) (click link for form).

**Note: if you have any questions about submitting expense claims or require assistance completing the forms please contact the Research and Graduate Studies office, studentresearch@tru.ca or 250-371-5586. Incomplete requests will be returned to the student and/or supervisor.*

Receiving support throughout your project

As an undergraduate researcher in UREAP, you have the unique opportunity to conduct your own research project with the guidance of an experienced faculty mentor. It is important that you take advantage of their knowledge and insight as you progress through your project and understand what a valuable support system they can be. Be sure to arrange regular meetings with your faculty mentor to ensure you are managing well and learning successfully.

Should you require additional support, you are welcome to consult the Undergraduate Research Ambassadors as well as the Office of Research and Graduate Studies for information or concerns regarding your project.

Done your research project? Here's how to conclude the program:

- Final UREAP scholarship payments are requested by the Office of Research and Graduate Studies after the following documents have been submitted **by email** to studentresearch@tru.ca:
 - Final project – PDF format preferred, Word acceptable. Hard copy originals are not accepted.
 - [Appendix A – Final Project Approval Form](#) - To be filled in by supervisor
 - Exit Surveys – [student](#) and [supervisor](#)
 - [Appendix B – Final Financial Report](#) – Financials should be submitted within one week of other closing documents.
 - [TRUSpace Non-Exclusive License form](#); faculty sponsor reads and signs [Sponsorship of Student Work Submitted to TRUSpace](#)
 - *If you or your faculty supervisor do not want your project filed in the TRUSpace library archive they do not need to sign the TRUSpace Non-Exclusive License form. Make note in their account not to send to library.

- *Any outstanding receipts (**originals**)
- *Appropriate forms by which to claim expenses (check requisition, travel form, IDI if your supervisor has purchased supplies internally. Attach receipts and submit via interoffice mail or drop off at Research & Graduate Studies Office, Clock Tower CT225)
 - **KEEP A COPY OF ALL YOUR RECORDS**
 - **Remember: you may claim expenses along the way, if necessary, but at the end of the project all expenses must be reconciled using the Appendix B template.*

What happens to my final project after completion?

Upon completing your research project, there are multiple opportunities to share your work and your UREAP experience with the TRU community. One fantastic example is to participate in the [TRU Undergraduate Research and Innovation Conference](#) that takes place every March during [Research Week](#). Furthermore, projects that are successfully completed may be posted on the Undergraduate Research section of the Research Office website. The Research Office may issue an annual publication of the UREAP Awards promoting research funded by UREAP and the ongoing success of UREAP award recipients.

The Research Office may also organize an annual celebration for undergraduate research students and their faculty supervisors. Students who hold UREAP scholarships may be invited to the annual President's Scholarship Reception, occurring in the fall.

Upon completing your UREAP project, you will also have the option to share your work in [TRUSpace](#): TRU's open access digital archive. TRUSpace welcomes submission of outstanding examples of student work, including capstone projects, honours theses, conference posters, and UREAP projects. Student work submitted to TRUSpace will be publicly and permanently available worldwide. Students are responsible for the validity and authenticity of their work and require a faculty sponsor who attests that the work is of high caliber and worthy of long-term preservation in TRUSpace. Below are some key points on the TRUSpace submission process:

- Author (and co-authors if applicable) reads and signs TRUSpace's non-exclusive license, which:
 - Warrants that you are the copyright owner and have permission to submit your work to TRUSpace.
 - Attests that the work does not contain material that is libelous, unlawful or violates anyone's right to privacy.

- Grants TRU permission to make the work available freely and unaltered and that you receive appropriate acknowledgement.
 - Allows the TRU Library to migrate the work to a different format, should technology change.
- Faculty sponsor reads and signs "Sponsorship of Student Work Submitted to TRUSpace" form.
- Author sends the signed non-exclusive license, signed Sponsorship of Student Work Submitted to TRUSpace form, and the work to be submitted to the research office.
- The submission to TRUSpace is reviewed (for author eligibility, content layout & format, and for spam) and metadata added to make your work more discoverable in search engines.