



uOttawa

**Collaboration Agreement  
2019–2020 Undergraduate Research Opportunity Program**

**Terms and conditions of the agreement as outlined by the Centre for Research Opportunities**

**PURPOSE**

The Undergraduate Research Opportunity Program (UROP) introduces third- and fourth-year students to research under the supervision of a University of Ottawa faculty member. UROP is a scholarship program to promote research at the undergraduate level, offered by the Centre for Research Opportunities (CRO), and should under no circumstances be considered as employment. This Collaboration Agreement is administered by the CRO and describes the obligations of UROP students and supervising professors.

**OBLIGATIONS OF THE STUDENT**

By agreeing to participate in UROP, the student agrees to:

- Complete a research project under the supervision of a faculty member and devote at least 75 hours;
- Attend one of the mandatory orientation sessions offered in the fall (see the CRO website for dates);
- Attend the initial mandatory meeting with your student mentor and keep their mentor informed of challenges and/or progress at least once a month by email or in person;
- Meet with their supervisor at least once every two weeks to review their research progress;
- Write a research abstract and submit it to their supervisor for review, make any changes requested by their supervisor, send a PDF version of the abstract to their student mentor by the deadline (see the CRO website for deadline);
- Create a research poster and submit it to their supervisor for review, make any changes requested by their supervisor, send a PDF version of the poster to their student mentor by the deadline (see the CRO website for deadline);
- Attend the annual symposium in March unless prevented from doing so due to a documented medical issue or to conflicts of an academic nature (such as a clinical placement or an exam that cannot be rescheduled);
- Complete and submit by the end of the program an Evaluation form that will assess the performance of the student and the learning outcomes of the research project.

I acknowledge that I have read this agreement and understand that if I fail to meet the requirements for completing this program, I may be required to withdraw from the program, in which case the \$ 1000 scholarship will need to be reimbursed to the CRO.

### **OBLIGATIONS OF THE SUPERVISING PROFESSOR**

By agreeing to participate in UROP, the professor agrees to:

- Supervise and mentor the student on the agreed-upon deliverables (research abstract and poster) as well as the research objectives and outcomes outlined in the project description;
- Determine a weekly work plan that does not exceed a total of **75 hours** (as indicated in application project description). NOTE: To avoid negatively affecting the students studies, the student will be under no obligation to complete the project if the hours contributed exceed 75.
- Provide appropriate and regular support to the student that includes bi-weekly meetings to review the progress of research project;
- Review the student's research abstract and poster and provide feedback and guidance to the student prior to the submission deadlines (see the CRO website for deadlines);
- Attend the annual symposium in order to help enhance participants' learning experience by discussing posters and asking questions;
- Inform the CRO of any difficulties or issues that may arise during the research project period, particularly those that may jeopardize the student's ability to complete the project;
- Complete and submit by the end of the program an Evaluation form that will assess the performance of the student and the learning outcomes of the research project.

I acknowledge that I have read this agreement and agree to fulfill my obligations as a supervising professor to the best of my ability. I understand that if I fail to do so, the \$500 financial contribution will need to be reimbursed to the CRO.

### **SUPERVISOR**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Faculty: \_\_\_\_\_

### **STUDENT**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Faculty: \_\_\_\_\_