

**FACULTY OF MEDICINE
GUIDELINES
UNDERGRADUATE RESEARCH OPPORTUNITY PROGRAM 2019**

In accordance with its mandate and with the aim to foster advanced research experiences for undergraduate students at the University of Toronto, an Undergraduate Research Opportunity Program (UROP) was established in 1973.

Graduate and Life Sciences Education Office (GLSE) at the Faculty of Medicine will oversee the UROP award allocations for departments within the Faculty of Medicine. The criteria and award conditions will remain the same for this year.

Support is set at \$2,000 per student. The students must be guaranteed at least an additional \$2,000 in compensation from other sources managed by the sponsoring department / centre / institute / program, and are expected to engage in full-time research for at least 12 weeks.

The following student eligibility criteria are in effect for the UROP. Please note that the participating department is responsible for clarifying **all** eligibility criteria with both students and faculty members, as well as conducting the competitively based process to select the final awardees as the selection will not be conducted by the Graduate and Life Sciences Education Office.

1. Students must have successfully completed a term in a full-time undergraduate program directly prior to the award period.
2. Students who have completed their undergraduate program are not eligible, unless they have been accepted into an undergraduate professional program (medical undergraduate degree program).
3. Students who are currently enrolled in an undergraduate professional program (medical undergraduate degree program) are eligible to apply.
4. University of Toronto and non-University of Toronto students may apply, including international students.
5. Students may submit only one application to this program. Departure from this rule will result in the application being accorded a lower priority or even denied.
6. Students cannot accept multiple summer research awards at the same time
7. Supervisors can be named as primary supervisor for only one application through one unit to this Program. Departure from this rule could result in the application being accorded a lower priority or even denied.

In addition to these conditions, the submissions should have the following attributes:

1. A designated faculty member appointed as coordinator of the summer program for each department or group.
2. A continuity of supervision for each student for the duration of the summer program.
3. An academic structure with clear accountability at the end of the summer program, e.g. required seminar presentations of students' own work.

A plan for encouraging regular interaction of the students with each other, with graduate students, postdoctoral fellows, research associates and assistants, and other investigators. All or part of the program should be conducted in a

- single geographic location to give maximum opportunity for contact between researchers and students.
4. Each student receiving stipend support should have a minimum B+ average in the two terms of undergraduate studies immediately preceding acceptance of the award.
 5. Recruitment of students should include outreach beyond the physical location of the department.
 6. In the event of award(s) not being allocated/cancelled, please contact Natasha Lowe to arrange for the award to be returned to GLSE.

Research involving the use of human subjects, vertebrate animals or biohazardous materials must be undertaken with the prior written approval of the appropriate University Review Committee. It will be the responsibility of the supervisors and administering department to ensure that their students are covered by the appropriate protocols.

The UROP Submission Form and the Nomination Form, listing the students approved for funding by the department should be emailed electronically by April 19, 2019 to Natasha Lowe at natasha.lowe@utoronto.ca, Undergraduate Administrator, Life Sciences Education.

Instructions for completion the UROP 2019 Nomination Form:

- Complete all the fields for each approved student
- Enter the name of your department / centre / institute / program
- Enter Program Coordinator name and acquire signature
- Enter Department Chair name and acquire signature
- Provide FIS account information for the UROP funding transfer:
Cost Centre #, Fund Centre # and Fund #
- Ensure that no student or supervisor is listed in another Department's Submission Report.
- Use two-letter research codes (see table top right of form) to designate the area for the research area.
- List the amount of funding from additional sources (minimum \$2,000) for each student.
- Provide student names to be on the reversion list in the event that a nominated student(s) cannot accept the UROP award.
- E-mail the UROP 2019 Nomination Form and the UROP Submission Form to Natasha Lowe (natasha.lowe@utoronto.ca) in the Graduate and Life Sciences Education (GLSE) Office by April 19, 2019. (applications should be retained in your department and are not required to be sent to the GLSE office)

Please note that the signature by the head of the unit (or designate) signifies agreement and confirmation that the approved applications have been selected based on a competitive process managed solely and independently by the unit that has been awarded the UROP allocations, in addition to assuming overall responsibility for the management of the funds in their department.

