



uOttawa

**Collaboration Agreement
2018–2019 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. This Collaboration Agreement describes the obligations of UROP students and supervising professors and is administered by the Centre for Research Opportunities (CRO). The program includes a scholarship program, administered by the Centre for Research Opportunities, and should under no circumstances be considered an employment contract.

OBLIGATIONS OF THE STUDENT

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

- Attend one of the mandatory orientation sessions offered in the fall (see the CRO website for dates);
- Attend one initial mandatory meeting with your student mentor and then be in contact with their student mentor at least once a month by email or in person to discuss any progress and or challenges;
- 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).

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 \$1,000 scholarship will need to be repaid.

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 week-by-week work plan of not fewer than 50 hours and not more than 75 hours (as indicated in application project description) NOTE: If the hours contributed by the student exceed 75, the student will be under no obligation to complete the project because the commitment could negatively affect their studies;
- Provide appropriate and regular support and meeting with the student at least once every two weeks to review the research progress;
- Review the student's research abstract and poster and provide 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 arising during the research project period, particularly if they may jeopardize the student's ability to complete the project.

I acknowledge that I have read this agreement and agree to fulfill my obligations in good faith and to the best of my ability. I understand that if I fail to do so, the \$500 financial contribution will need to be repaid.

SUPERVISOR

Signed: _____ *Date:* _____

Print Name: _____ *Faculty:* _____

STUDENT

Signed: _____ *Date:* _____

Print Name: _____ *Faculty:* _____