UROP Stipend and Expense Changes

As of September 1, 2014, new UROP awards will no longer be paid through the U’s payroll system as salary for hours worked. We are switching to a scholarship payment format for the stipend portion of the award. The stipend will be paid out in three separate payments.

1. Students will receive $200 when their application is approved (to be transferred on the project’s start date). This money will be put in the student’s account through the scholarship system and will be considered part of the financial aid package.

2. Any expense money awarded will be transferred to the mentor’s department at this time. Departments can determine what system to use to track the expenses, but left over expense money will not need to be returned to UROP. Because of this, expense money will be awarded stringently. Departments must follow the approved expenses list for each student (provided with the award letter).

3. When the student has completed the project including the ending requirements of the final report, evaluation and public presentation, and the faculty mentor has signed off on the project’s satisfactory completion on the Verification of Completion form, the final $1200 of the award will be put in the student’s account. All necessary forms and information are available in the Forms Library on the UROP web.

NOTE: Departments will only need to deal with UROP expenses as payroll will no longer be necessary for new UROP awards as of 9/1/2014. Awards beginning before 9/1/2014 and continuing after that date will continue to be paid on payroll until all have been completed. Expense reimbursements to departments for these previous awards will be paid out at the end of the fiscal year as is the current practice.

Projects must start on the first day of a month and end on the last day of the final month. Transfer requests will only be done on the first of the month. Extensions of time will be granted in increments of months; all projects must be completed by the last day of the month prior to graduation or no final payment ($1200) will be possible.

Students: because UROP will now pay out as scholarship money, please be sure to contact Financial Aid if you have questions as to how this will affect your Financial Aid award for the year.