



## Policy on Participation

Students who are accepted into an Office of Undergraduate Research (OUR) program are given opportunities to expand their academic experience at the University of Central Florida. Since resources in OUR are limited, students accepted into programs facilitated by OUR are expected to fulfill the conditions listed on the program application in order to remain eligible for OUR programs and funding.\* Failure to fulfill the listed conditions will make students ineligible for future OUR opportunities. See below for more detailed information on specific OUR programs:

**Showcase of Undergraduate Research Excellence (SURE)** - Students who are accepted into SURE and do not plan to present at the event must withdraw at least 16 days prior to the event. Late withdrawals or no shows on the day of the event are unacceptable.

**Summer Research Academy (SRA)** – Students who are accepted into the Academy and do not plan to attend the entire event must withdraw their application at least 21 days prior to the event to allow wait listed students the opportunity to participate. Once admitted into the course, students must withdraw through my.ucf.edu and notify OUR via email. Students who attend the program must pass this 1 credit course.

**OUR Travel Awards** – Students awarded travel funding must travel to the conference and be a primary presenter. Within a week of attending the conference, funded students must complete and submit the online report form (<https://our.ucf.edu/reportform>). Students who do not use their funding must coordinate with their mentor's department to have funding returned within one month of the award distribution. Students who receive funding for the **Florida Undergraduate Research Conference** also are required to attend the event and check-in with an OUR representative at the event. All travel awardees are required to apply and participate in SURE if they have not graduated prior to the event.

**OUR Grants**- Students who receive a grant must use the funding towards their research project and are required to submit a progress report by the end of the semester in which they are funded (<https://our.ucf.edu/reportform>). Awardees are required to apply and participate in SURE if they have not graduated prior to the event. Students who do not use their funding must coordinate with their mentor's department to have the funding returned by the end of the semester.

**OUR Summer Undergraduate Research Fellowships** - Fellowship recipients and Scholars are required to (1) attend scheduled meetings, (2) submit a progress report by program deadline (see <https://our.ucf.edu/reportform>), (3) complete all program benchmarks and (4) apply to SURE in the following spring semester.

\*Students may be exempt on a case by case basis. Reasons for acceptable absences include (but are not limited to); illness, serious family emergencies, University-sponsored activities (documentation needed), military obligations, or religious holidays. Students should provide appropriate, dated documentation within two weeks of the absence (e.g., physician letter, proof of family emergency) for failing to complete any of the above mentioned requirements. Please contact OUR for more details.