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 are limited, students accepted into OUR programs 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 opportunities. See below for more detailed information on specific OUR programs:

**Showcase of Undergraduate Research Excellence (SURE)** - Students who are accepted and do not plan to present at the event must withdraw by the withdraw date stated in their acceptance email. Late withdrawals or no shows on the day of the event are unacceptable.

**Summer Research Academy (SRA)** – Students who are accepted into the SRA and do not plan to attend the entire course must withdraw from the course by the Summer B course withdraw deadline. Once admitted into the course, students must withdraw through [http://my.ucf.edu](http://my.ucf.edu) and notify OUR via email. Students who attend the course IDS 3913 must pass this 1 credit course.

**Introduction to Research & Creative Scholarships Opportunities (I.N.T.R.O.) Mentoring Program** – Students who are accepted into I.N.T.R.O. are expected to participate in IDS3913 and pass this 1 credit course with a C or better. If required to withdraw from the course (after being accepted into the program or while in the course), students must withdraw through [http://my.ucf.edu](http://my.ucf.edu) and notify us via intro@ucf.edu. Students who continue undergraduate research, have the option to participate in the Launch Plan. Students must follow the requirements of the Launch Plan to remain in good standing and earn a certificate for completing full 2-semester program.

**OUR Presentation Travel Awards** – Awardees must travel to the conference and be a primary or secondary presenter. Within a week of attending the conference an online report must be submitted ([https://our.ucf.edu/reportform](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](https://our.ucf.edu/reportform) are required to 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** - Awardees must use the funding towards their research project and are required to submit a progress report by the end of the funded semester ([https://our.ucf.edu/reportform](https://our.ucf.edu/reportform)). Awardees are required to apply and participate in SURE if they have not graduated. 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 are required to (1) attend all scheduled meetings, submit a progress report by program deadline (see [https://our.ucf.edu/reportform](https://our.ucf.edu/reportform)), complete all program benchmarks and 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),

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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.