Terms and Procedures for the Semester Karen T. Romer UTRAs

1. The UTRA stipend is paid through the University’s payroll system and will be awarded in two installments: $500 each installment.

   - **Fall semester UTRA**: October 5 and December 7
   - **Spring semester UTRA**: February 3 and April 6

If you wish to be paid through ACH, please complete the [Supplier Registration Form](#) at least (three weeks prior to your payment) and select the **EFT Net 5 payment terms**. (Foreign national students must have a US bank account to register in ACH and all students need to keep their bank information up to date.) If you do not choose ACH, the Cashier’s Office will contact you via email once your check is ready for pick up.

*Forwarding your mail needs to be done exclusively on Banner; go to the Mail Services website for more information.*

**FNIS**: If you are a foreign national student, you will need to register in FNIS; your check will not be processed until you have registered. [FNIS instructions](#).

2. Prior to the final stipend payment, the faculty sponsor will be asked to submit an interim progress report. If you do not fulfill the obligation of the award as specified in your research proposal, you should return the stipend to the Office of the Dean of the College, University Hall, Room 201.

3. We expect the faculty sponsor and the student to meet together on a regular basis. We encourage students to keep an informal journal about their work in order to reflect on the process of the work, the frustrations, and also the insights gained over time.

4. At the end of the project, we will need a short description and evaluation of the work from both faculty and student, commenting on the interactions between you as collaborators and the results of your work. The evaluation will help members of the UTRA Committee gain a fuller understanding of the process of the collaboration between the faculty member and student. We will send a request for this feedback at the end of the semester.

5. If the project requires the use of human subjects (including interviews), please review the website on Human Subject Research under the Office of Research Administration for approval guidelines. Some projects may already have received clearance by the Institutional Review Board (IRB) at Brown. Projects falling within the guidelines for human subjects review will not be funded without IRB certification.