Terms and Procedures for the Semester Karen T. Romer UTRAs

1. UTRA stipends are paid through the University's semi-monthly payroll system. The stipend will be awarded in four installments.

- Fall semester UTRAs: October 15, October 31, November 15 and November 30
- Spring semester UTRAs: February 15, February 28, March 15, and March 31

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 209.

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.

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