



## KAREN T. ROMER UNDERGRADUATE TEACHING AND RESEARCH AWARDS

### Terms and Procedures for the Summer Karen T. Romer UTRAs

1. UTRA stipends are paid through the University's payroll system and will be awarded as follows:

- **International UTRA** (one payment): N/A
- **Domestic UTRA** (two payments): TBA

2. We encourage all students to enroll in direct deposit for the processing of the awards. The payment will follow the Brown University bi-weekly payroll schedule. Please follow the instructions below, based on your student status) in order to receive your award. *If you do not choose direct deposit, the Cashier's Office will contact you via email once your check is ready for pick up.*

**FNIS: Foreign National students need to register in FNIS; your UTRA payment will not be processed until you have registered.**

2. Each 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 College, University Hall, Room 201.

3. We expect the UTRA to be the student's primary work during the summer. Please let us know immediately if circumstances arise to interfere with this or if the student plans to enroll in summer school. If this is an International UTRA, we expect that the student and the faculty member will travel to the site and be on location together.

4. We expect the faculty sponsor and student will meet 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.

5. At the end of the project, we will need a short description and evaluation of the work from both the 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. In August, we will send a request for this feedback.

6. 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.

7. We might hold a Virtual Summer Research Symposium in early August.