



HONORS RESEARCH ASSISTANT PROGRAM (HRAP)

Details & Guidelines for Faculty

Each Fall and Spring Semester, the Honors Research Assistant Program (HRAP) provides funding for undergraduate students to work with professors as research assistants on specific projects. The purpose of the program is to involve students in a faculty research project and to teach them how to develop research into a completed project.

Program Details:

Grants hire undergraduate student research assistants to work on specifically outlined projects for a total payment of \$1,000 to the student. There are 25 positions available each Fall and Spring Semester. Positions will be filled on a first-come, first-served basis once listings are posted. *Posting a position does not guarantee a student assistant.*

HRAP positions are 10 hours per week for a period of 10 weeks, paid to the student at a rate of \$10 per hour. Fall 2025 timeline is listed below. Students will be hired by the Honors College to work for their faculty sponsor. The faculty sponsor will be the student's time supervisor. A one-page final report prepared by the student will be required following the project completion.

Fall 2025 Timeline – **Updated!**

- Applications Open: August 11, 2025
- Deadline to Submit a Position: August 29, 2025
- Posted Online by: September 3, 2025
- Student Position Begins: September 15, 2025
- Student Position Ends: November 21, 2025
- Report due: January 20, 2026

Honors Research Assistant Program Guidelines:

1. Student eligibility:

- a. Student must be an Honors College undergraduate student in good standing and have at least 15 hours of college credit. If you are not sure if the selected student is an Honors student, please email honors@ou.edu and we will check for you!
- b. Student employees are not allowed to work more than 29.5 hours across all OU campus jobs, including the 10 hours for HRAP positions.

2. Faculty eligibility:

- a. Any OU Norman faculty member with an outlined research project may apply.
- b. Faculty may receive HRAP funding for a maximum of two consecutive semesters. After two semesters of HRAP funding the professor is not eligible to apply for additional HRAP funding for one semester.
- c. The sponsoring faculty member may hire only one student.

HRAP Application Process:

1. **Complete Your Application in Dynamic Forms** - Faculty members interested in participating will need to complete the application in Dynamic Forms.
 - a. This will include summarizing your project and how the student research assistant will help you. This information will be used to list your position online.
2. **Honors College Website** - Your position will be listed on the [Honors College website](#) after the application deadline. All available positions will be posted on the same date, and funding is contingent on following these steps.
3. **Student Applications** - Students view the position descriptions and e-mail their application as a PDF attachment directly to the sponsoring faculty member.
4. **Unless there are outstanding reasons otherwise, we expect faculty to accept the first qualified student who applies for the position.**
5. **Encourage students to apply!** HRAP spots are filled on a first come first served basis once the positions are posted online. The Honors College will promote the program to Honors students, but faculty are welcome to recruit students directly. Posting a position does not guarantee a student assistant.
6. **Email the Honors College.** Once a student is selected, please forward the student's application honors@ou.edu.
7. **Wait for Confirmation!** Your spot in the program is not secured until you receive confirmation from Honors College.
8. **The Honors College will hire the Student.** After you receive confirmation, the student will be hired by the Honors College. Please be sure to inform the students that are not selected that the position is closed.

Faculty Responsibilities:

1. Supervise your student working on the HRAP project.
2. Review and approve student timesheet on a bi-weekly basis at <https://time.ou.edu>.
3. Ensure compliance with all University safety and research subject requirements.
4. Submit the final report to the Honors College (honors@ou.edu), which should consist of the following:
 1. A narrative report prepared by the student.
 2. Copy of formal written approvals if indicated (e.g., IRB, IACUC).

Questions? Please contact us via email at honors@ou.edu or visit our website at <https://ou.edu/honors>.