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 can be requested to support hiring an undergraduate student research assistant to work on a specifically outlined project 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 is now a reimbursement program. Honors College will reimburse the faculty member's sponsoring department for up to $1,000.00 student salary (plus fringe and strategic fund tax), following the submission of a final report.

- **Timeline** – The previously suggested timeline for HRAP was 10 hours per week for a period of 10 weeks, paid to the student at a rate of $10 per hour. The timeline (hours per week and start/end dates) may now be determined by the sponsoring faculty member. However, the total student salary support is capped at $1,000 (plus fringe and strategic fund tax).

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. Not sure if the selected student is an Honors student? Please email honors@ou.edu to check!
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.
   b. Since this is now a reimbursement program, you will be required to list the contact information for the Chair or Director of your home department. Their signature on the Dynamic Forms application will be required.

2. **Honors College Website** - your student position will be listed on the [Honors College website](#) after the application deadline. All available positions will be posted on the same date and must be online for one week.
3. **Student Applications** - Students view the position descriptions and e-mail their application as a PDF attachment directly to the sponsoring faculty member.
4. **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.
5. **Email the Honors College.** Once a student is selected, please forward the student's application honors@ou.edu.
6. **Wait for Confirmation!** Your spot in the program is not secured until you receive confirmation from Honors College. No early confirmation of positions will be allowed.
7. **Hire the Student.** After you receive confirmation from Honors College, please communicate with your departmental payroll administrator to begin the hiring process. Please be sure to inform the students that are not selected that the position is closed.

Final Report:

If you are selected to participate in the Honors Research Assistant Program, you will be required to submit a final report summarizing the results of the project. This will be due by the beginning of the semester following the semester in which your project was awarded. This date will be included in your confirmation email.

Faculty Responsibilities:
1. Supervise your student working on the HRAP project.
2. Submit the final report to the Honors College (honors@ou.edu) for reimbursement. Please see the full reimbursement guidelines. The report should consist of the following:
   1. A narrative report prepared by you and the student.
   2. OU Activity report provided by the sponsoring department financial administrator.
   3. 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.