



DEPARTMENT REIMBURSEMENT GUIDELINES – HONORS RESEARCH PROGRAMS

Both the Honors Research Assistant Program (HRAP) and the Undergraduate Research Opportunities Program (UROP) are now reimbursement programs. Please consult the following guidelines in advance of the expense taking place.

It is the department's responsibility to use a fund that can allow reimbursement (such as MISCA or NONSP). Honors College will not be able to reimburse restricted funds (EDGEN, EGFE, AUFEE, and SPNSR). Expenses should be coded as Function code 00311. It is the department's responsibility to request reimbursement. The reimbursement will be made after the completion of a Final Report. The Final Report due date will be listed on the award letter and/or confirmation email.

The Final Report consists of the following and should be submitted by the sponsoring faculty member:

1. A one-page narrative report. For UROP - this should be prepared by the student. For HRAP - this should be prepared by the faculty member and the student.
2. OU Activity report provided by the sponsoring department financial administrator.
3. Payroll/Fringe report provided by the sponsoring department financial administrator for HRAP reimbursement.
4. Copy of formal written approvals if indicated (e.g., IRB, IACUC).

UROP Budget Policies

1. Grants are awarded for a specific amount up to \$1,000 to support research expenses for student driven projects.
2. Student salary cannot be requested. The funding is intended to purchase equipment, supplies, or other essential project expenses. If travel support is requested, they must be an integral part of the research/creative activity (e.g., travel to an archive or field site). Conference travel cannot be funded with a UROP.
3. Deviations from the approved uses of funds must have prior approval. Requests for deviation should be requested to honors@ou.edu.
4. Funds cannot be used to reimburse costs that are incurred prior to the start date of the award. The start date is the date of the notification email.
5. The Final Report will be due by the end of the semester following the semester in which your project was awarded. This date will be listed on the award letter and/or confirmation email.

HRAP Budget Policies

1. Student employee 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. Up to \$1,000 in student salary support will be provided plus fringe and strategic fund tax.
3. The Final Report will be due by the beginning of the semester following the semester in which your project was awarded. This date will be listed on the award letter and/or confirmation email.

Questions? Please contact us via email at honors@ou.edu.