

## An Introduction to Using the New On-Line UROP Proposal System: For Students

Since UROP is an academic program, you must be a registered undergraduate in order to participate and use the on-line proposal system.

In addition, use of this system requires authentication using MIT web certificates. To obtain certificates, please go to: <http://web.mit.edu/ist/topics/certificates/>, and follow the instructions provided.

Your UROP homepage is available via the following link (<https://sisapp.mit.edu/uropweb/home.mit>). Once the system is available for all departments, you will be able to access this page from the For Students section of the UROP website as well.

Your UROP Home Page displays options to view your current and past UROP applications or to initiate a new UROP application.

### Viewing Current and Past Records

- If you have one or more applications on file, you will see a message below the “[View your UROP applications](#)” link indicating the number of UROP application(s) that you have in the system along with a counts of any evaluations that you have yet to submit for completed UROPs.
- If you have never done a UROP, clicking the “View your current and past UROP applications” link will result in the following message: “You currently have no current or past UROP applications in the system.”
- Clicking the “[View your UROP applications](#)” link, will produce a list of your UROPs. From this list, you can choose to click on a faculty member’s name to view your detailed proposal record or click on the **Provide Evaluation** link to submit your end of term UROP feedback.
- If you are not eligible to register for the given term, but have projects from earlier terms, you can still view your old projects, but you will also see a message noting that you are not currently eligible to enter new UROP applications.

### Providing UROP Evaluations

Before beginning a new UROP application, please be sure to submit any outstanding evaluations from your prior UROPs. **Note:** Evaluations are due at the end of each term of UROP collaboration, and must be submitted before subsequent UROP's are approved.

1. If the counts indicate that you have evaluations to enter, click the [View your UROP applications link](#).

2. Then, click the [Provide Evaluation link](#) in the Evaluation Needed column and complete all required questions.
3. Once you have provided your evaluations, you may return to your UROP homepage and begin a new UROP application.

## Beginning a new UROP application

If no applications are currently being accepted, you will see the following message: “No UROP applications can be accepted at this time. Recent and upcoming deadlines are shown below.” Otherwise, you will be able to submit any of the various application types that will be accepted at that time.

Deadlines for which applications are being accepted appear in black text.

1. To start a new application, the type of UROP application that you wish to enter from the list in the left navigation bar and use the "**New Application**" button to begin your application.
2. Select the term of your UROP, then identify your faculty supervisor by typing his/her last name OR email address into the applicable fields and use the **Lookup** button to find their information. Your search will return a list of your faculty member's authorized UROP departments with radio buttons next to them for you to select. Pick the correct radio button for your UROP department, then click the **Lookup** button again to be direct to the rest of the application form.
3. On the application form, please provide the following: the location of UROP (e.g. Bldg & Room #), the name and email address for your direct supervisor, if other than your faculty supervisor, your pay and or credit information (if known) and your project title. **NOTE:** all required fields marked with a \*.
4. Then, either upload a PDF version of your proposal or copy and paste the text of your proposal into the text box provided.
5. Be sure to also note whether you plan to travel beyond the local are for this UROP, e.g. to present at a conference, etc. or to conduct fieldwork.
6. Once all required fields are completed, save your application and proof it to be sure that all provided information is correct. **NOTE:** If you are unsure about your pay or credit information, it may be left blank, but your faculty member will need to provide it before it is submitted to UROP staff.
7. If all information is correct, you may either:
  - a. Submit your application for online faculty review, or
  - b. Print a copy of your application for hard-copy signatures, by using the appropriate buttons and links at the end of the form.

- c. In addition, should you wish to simply save your application for future edits, then do not hit the **Submit to Faculty** button. This will leave your application in draft status. However, please be sure to submit your proposal for review online or in hard-copy form before the UROP deadline has passed.

**NOTE:** Your application must be signed (electronically or as a paper form) by your faculty supervisor and his/her department's UROP coordinator before it can be submitted to the UROP staff

### **To Withdraw/Cancel an Application**

If you have to cancel an application that you have previously submitted, click on the ["View your UROP applications."](#) Then, select the application that you wish to cancel, by clicking the link on your faculty supervisor's name.

At the bottom of your application detail, you will see a **Withdraw Application** section complete with a text box in which you can supply the reason for canceling the UROP. Clicking the **Withdraw Application** button will cancel the UROP and alert UROP staff of the cancellation.

### **Understanding UROP Status Codes**

Below you will find a list of the common status codes that you will encounter in the UROP system, along with their equivalent meaning.

- **Faculty Review:** You have submitted an online proposal for your faculty supervisor to review, but s/he is still reviewing the application and still needs to submit it to the Department UROP Coordinator for review.
- **Department Review:** You have submitted an online proposal and your faculty supervisor has approved it, but the Department UROP Coordinator is still reviewing it and needs to submit it to UROP staff for final review/approval.
- **Admin Review:** You have submitted an online proposal, your faculty supervisor and Department UROP Coordinator have approved it, so it is now being reviewed by UROP staff. There are also a number of sub-statuses that may appear for applications that are under UROP admin review; examples include:
  - **Review: signature missing:** You submitted a paper application or a combination of an online and paper application that is missing a required approval signature.
  - **Review: info missing:** the application is missing required information (e.g. proposal detail, payroll/credit information, etc thus your application cannot be approved until this information is supplied.

- **Review: evaluation missing:** you have yet to submit a required end of term UROP evaluation from a prior UROP, thus your application cannot be approved until it is received.
- **Approved:** Your proposal has been approved for the term by your faculty supervisor, Department UROP Coordinator, and UROP staff.
- **Returned/Rejected:** Reasons for returning or rejecting projects can vary (e.g. denied UROP funding, you failed to correct required missing or incomplete application information, etc.), thus a number of sub-statuses will appear to explain the return/rejection in more detail. Example sub-statuses include:
  - **Returned: denied funding:** your request for UROP Direct Funding was not approved (an explanation is also provided to clarify).
  - **Returned: info missing:** you never responded to requests to clarify missing required information, thus the application was returned.
  - **Returned: evaluation missing:** you never responded to requests to submit a required end of term UROP evaluation, thus the application was returned.

**NOTE:** when applications are returned, you must initiate a new application and resubmit it to change the funding type or correct errors/omissions.

- **Rejected:** Your application was rejected for one of two reasons; it was received late or the proposed research was deemed inappropriate for a UROP. The rejection reason will appear as a sub-status (e.g. **Rejected: received late** or **Rejected: inappropriate, etc.**).
- **Cancelled:** you submitted a UROP application for the term, but it has been cancelled for some reason (e.g. you notified UROP staff that you lack the time to complete the UROP, you have decided to switch to pay or credit, etc.). If a project is cancelled a sub-status will appear in parentheses to indicate the status of the application prior to cancellation; these will include:
  - **Cancelled (Approved):** Application was cancelled after UROP staff had already approved it.
  - **Cancelled (Admin Review):** Application was cancelled while still under review by UROP staff.
  - **Cancelled (Draft):** You cancelled your application before submission for faculty and department review.
- **Expired:** you created an application that never reached a final status (e.g. approved or cancelled) by the end of the term.

## **How to Report System Issues or Other Concerns/Suggestions**

Should you encounter any error messages, please copy and paste the text of the message into an email to UROP staff at: [urop@mit.edu](mailto:urop@mit.edu), so that we can troubleshoot the issue and get you back online as quickly as possible.

In addition, should you have any other system concerns or usability suggestions that you wish to share with our staff, do let us know.

Thanks for serving as our first phase of system users!