

Guidelines for OUR awardees and faculty supervisors

How to use funds:

- The faculty accountability [form](#) must be signed by the awardee's research supervisor and returned to our@umassd.edu prior to any funds being used.
- The OUR speed type will be provided to their research supervisor and/or department administrator to process the funds for materials and supplies. They should reach out to our@umassd.edu when the orders are ready to be placed to collect the speed type.
- Orders/hiring must be completed by the faculty supervisor or department administrator. The OUR will not submit any orders. Requisitions for research materials need to be submitted by May 30 and paid by June 13.
- If [gift cards](#) are part of the budget, the university guidelines & procedure for purchasing them must be followed.
- Any purchases using OUR funds for the awardee's project should be completed by the end of the semester the award is given.
- The faculty supervisor is required to submit a [financial close-out report](#) that includes a list of all purchases charged to the OUR speed type and a brief explanation of how these purchases benefited the awardee. The deadline is the same as the awardee's final research report deadline (see below).
- If approval is received for a project extension (see below), purchases must be completed prior to the end of the fiscal year.
- **Summer students only**
 - Housing (if applicable): The awardee must request summer on-campus housing by the deadline (May 6, 2025) following guidelines posted [here](#). It should be indicated in the housing application that the OUR and/or Honors College is providing support.
 - Stipend (if applicable): The faculty supervisor and/or department administrator will need to set up the awardee's hire through CorsairJobs, listing the faculty supervisor as the individual who will approve student hours. Hourly hire placement should be put into Corsair Jobs for two different hire periods (June 1 – June 30, July 1 – end date). The department administrator should reach out to the OUR (our@umassd.edu) and/or Maria Carreiro of the Honors College (mcarreiro1@umassd.edu) when the speed type is needed to process the hire.

Final research report

- A final report is due 45 days after the end of the semester. The report should include a photo of the awardee working on their project. This report will be edited and included in the OUR blog at <http://ourwork.blogs.umassd.edu/>. Please make sure that the report is clearly written, accurate, and contains no spelling errors before submitting it.
- Final report formats may vary significantly from field to field. For example, a science might write a lab report style final report that includes an introduction, methods section, data & results, and discussion. An art student might develop an art piece and

submit a final report that includes photos of the work and a description of the process. Students should browse through the OUR blog to review examples from different fields.

- If additional time is necessary to complete the project into the following semester, the faculty supervisor must submit a letter to our@umassd.edu explaining why additional time is needed. If approved, the final report will be due on the last day of classes the following semester.
- Failure to submit the report on time may impact not just the awardee's chance to receive an OUR research award, but also the faculty supervisor's chance to supervise an OUR awardee, in the future. We strongly recommend that faculty advisors work with the OUR awardee to ensure timely submission of the report.

Presentation:

- You will be required to present your research at the OUR Undergraduate Research Day, which will be held during the Fall semester. Additional details will be provided prior to the presentation date.