

Guidelines for OUR awardees

How to use funds:

- The [faculty accountability form](#) must be signed by your research supervisor and returned to our@umassd.edu.
- The OUR speed type will be provided to your research supervisor and/or department administrator to process the funds. They should reach out to our@umassd.edu when the orders are ready to be placed.
- If [gift cards](#) are part of your 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.
- If you receive approval for a project extension (see below), your purchases must be completed prior to the end of this fiscal year (June 30, 2024).

Final report:

- A final report is due 45 days after the end of the semester. The report should include a photo of you working on your 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 you submit it.
- If additional time is necessary to complete your project into the following semester, your faculty advisor must submit a letter explaining why you need additional time. If approved, your 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 your chance to receive an OUR research award, but also your 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 and/or Spring semester. Additional details will be provided prior to the presentation date.