



CENTER OF EXCELLENCE FOR ENERGY UNDERGRADUATE RESEARCH OPPORTUNITY PROGRAM (UROP)

The Center of Excellence for Energy Undergraduate Research Opportunity Program (UROP) focuses on providing hands-on research experience in an energy related field to undergraduate students. Opportunities will be made available at \$1,000.00/per research group to cover lab supplies, research or prototyping materials, other requirements as needed.

BUDGET

The budget is the approved financial expression of the project that was successfully awarded. Budget details must reflect the undergraduate students' best estimate of the actual cost of conducting the scope of the work outlined in their proposal.

Budget template is attached.

FINANCIAL MANAGEMENT

- Use of Funds: Funds provided under the UROP may not be used for any purpose other than the approved undergraduate research. These funds may not be used to reimburse any expenses incurred prior to the project start date.
- Reimbursement will be made to the undergraduate student, after submitting purchase invoices and vouchers, and according to the allocated amount for each item in the approved budget, by a check in the name of the project's student lead or Supervisor (Note: No Advance Payments).
- Re-budgeting: During the conduct of the research, the undergraduate students may decide that budget changes are needed in order to meet the requirements of the research. The budget change is permitted in order to meet research requirements with prior approval in writing from the Faculty supervisor and the COE-Energy project Technical Specialist.
- Only stamped tax invoices issued in the name of the Center of Excellence for Energy and signed by the research faculty supervisor are accepted.
- Online purchases are only approved by a letter issued and signed by the research faculty supervisor stating that the product is not locally available and including the purchase invoice and a copy of the credit card account statement used to make the purchase.
- Return of Funds: Any grant funds that have not been used for, or committed to, the research by the project end date will be retained or returned to the Center of Excellence for Energy project to be allocated towards funding additional UROPs (current or under consideration).

FINANCIAL REIMBURSEMENT:

The undergraduate students will submit monthly invoices to COE-Energy with all supporting documentation using the invoice template attached.