



## President's Undergraduate Research Award (PURA) Information

**PLEASE READ CAREFULLY!**

### Salary Awards

1. Each student awardee will be allocated up to \$1500 to be used during the specific semester of application for hourly wages. The number of hours worked and the schedule will be determined jointly between the faculty mentor and student awardee and any graduate/post-doctoral student co-mentor. Suggested hourly wage is \$10/hr.
2. Students that are awarded salary will be put on the payroll in the faculty mentor's school and *must* fill out time sheets for hours actually worked. The financial manager/officer in the faculty mentor's school/college will assist with details regarding being placed on the payroll. Please talk to your faculty mentor first to agree upon an hourly rate and number of hours to work before talking to the financial point of contact. Students should not accept salary or stipend funding from other sources for work on the same project while awarded a PURA during Fall or Spring semesters. During summer it is permissible for your mentor to use his/her own funding to continue your hourly wages after the PURA funds are expended.

***It is the responsibility of the student, faculty mentor, and unit financial point of contact to keep track of hours worked and to not overspend the \$1500 maximum. Overcharges must be paid back by the school and will not be covered by PURA.***

Students *must* go over to Human Resources located at 500 Tech Parkway to be added to payroll. You will be expected to bring your social security card, and two forms of id (driver's license AND either passport or birth certificate). **Please talk to your financial point of contact BEFORE going over!** *International students who do not have a social security number, please refer to #5 below.*

3. Students are expected to submit bi-weekly timesheets in order to be paid for work. Students are not paid a stipend. Faculty mentors will serve as supervisors and sign all timesheets.
4. Use of federal work study funding is allowed with PURA funding – contact your faculty mentor and financial point of contact if you are eligible for federal work study.
5. **Students who accept a salary award are required to sign up for the Research Assistantship (XX2698 or XX4698) in the appropriate school and college of the faculty mentor. This audit, non-billable (free) course will be listed on your transcript and will indicate the number of hours the student performed research for pay. The hours for this audit class do not count toward graduation. A list of PURA awardees will be sent to each school so that the XX2698 and XX4698 course sections with appropriate faculty may be listed on OSCAR for student registration. Permits are required to register for these courses. Specific course sections must be created for students as well. Contact the academic advisor in your faculty mentor's school for additional information.**

Each school has different procedures for students to follow. Please follow the procedures for permits that exist in your faculty mentor's school. **Please submit your permit requests several days before the last day to add courses**, as many times several signatures are required before a course can be created for the student and a registration code provided. For additional information on permits, visit: <http://www.registrar.gatech.edu/registration/permitoverload.php>.

For example, if your faculty mentor resides in Mechanical Engineering, you would sign up for either ME 2698 or ME 4698 depending on your class status. For each 3 hours of research expected per week, a student should register for 1 hour. For example, if you work on the project 9 hours per week, you should register for 3 hours. Students on co-op or involved with other full-time paid internships may not accept PURA monies during the same semester in which they are enrolled in co-op or internship.

Students should NOT sign up for other special problems courses or other undergraduate research courses (i.e., xx2699/xx4699) for which grades are received unless working on a completely separate project. Georgia Tech does not allow students to receive pay and credit for the same work.

6. Undergraduate students at Georgia Tech are not allowed to perform research for pay and receive course credit at the same time. Monies not used in the semester applied for will revert back to the Institute for reallocation by the PURA office – both salary and travel money. ***Students who do not plan to use their award should inform the UROP office before the start of the first day of classes so that the funding can be allocated to another deserving student.***
7. **A final report is due the last day of finals to the UROP Office.** The report, submitted online, should briefly outline the student's work and accomplishments during the semester. It should mention any teamwork that occurred with fellow undergraduate students and, as appropriate, graduate or post-doctoral students. Please don't forget to mention any co-mentoring that took place by graduate or post-doctoral students. Also, the report should indicate how the student disseminated and articulated his/her research efforts, if appropriate. Two pages is the suggested length, but longer reports will be accepted, particularly since many faculty already ask for longer works as final reports. Any final report that is requested by the faculty mentor can be substituted for the final report here. Both students and faculty will also be asked to complete a short questionnaire about the PURA program and experience. *A link to the submission page and survey will be sent to each PURA awardee later in the semester.*
8. International students who do not yet have a social security number must apply for one before being able to receive compensation. This may take some time, so do not delay in applying. Please refer to the Office of International Education's website for information on how to apply for a number at: [http://www.oie.gatech.edu/iss/general/faq.html#9\\_4](http://www.oie.gatech.edu/iss/general/faq.html#9_4)
9. **Students who are co-mentored by a graduate student or post-doctoral student should share the information on this sheet with their co-mentor.** They should also inform the UROP office of any additional mentoring being performed on a day-to-day basis by a graduate student or mentor so that they can be appropriately thanked for their work at the end of the semester.
10. Some research work may need to be monitored via the Institutional Review Board (IRB) for ethical reasons. This mostly pertains to any work with human or animal subjects, however other work may fall under their purview (i.e., surveys or questionnaires). To be safe, please discuss this

possibility with your faculty mentor and the IRB. The Georgia Tech IRB has asked that students list PURA funds on any IRB forms. For additional information visit:

<http://www.compliance.gatech.edu/IRB/>

11. Students participating in Research Abroad that is not associated with an official GT student abroad program should ideally have already spoken with the Office of International Education concerning the experience. Students will be considered to be officially associated with Georgia Tech in an "International Academic Project (IAP)". Each student should read and complete the information at the following site. Hard copies of the information is also available upon request either by contacting UROP or IAP directly. For more information, please visit:

[http://www.oie.gatech.edu/sa/programs/#3\\_3](http://www.oie.gatech.edu/sa/programs/#3_3)

12. Students are *strongly* encouraged to present their work in an appropriate forum on campus near the end of their experience. This may be at the annual institute-wide spring symposium, a college or school-sponsored symposium or event, or in a special seminar. For additional information on the UROP spring symposium, visit: <http://undergradresearch.gatech.edu/SpringSymposium.php>

### **Questions?**

**Contact the UROP office at [urop@gatech.edu](mailto:urop@gatech.edu).**