**Undergraduate Research Contract**

**Directions:** Students should fill out this research contract in consultation with their mentor.  The purpose of the contract is to clearly establish expectations, goals, and communication plans between student researchers and their mentors; this contract should facilitate that conversation. Fill it out at the beginning of the research period, then return to the contract at the end of the research and discuss the student’s progress (particularly the last section about outcomes).

# General Information

* **Student name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Mentor name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Semester/Year**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Expectations

* **Communication plan**: *What is the best way for the student to contact the mentor with questions? Will there be regular check-in meetings? If so, how often?*
* **How many hours per week, on average, should the student spend working on the project?**
* **If the student is enrolled in credit hours for this research, how will the final grade be determined?**
* **Does the student need to get the mentor's permission before presenting this research at a conference and/or submitting it for publication?** Y/N
* **Which, if any, of the following KU resources should the student use to complete the project?** (circle all that apply)
  + Make an appointment with the Writing Center for feedback on drafts of paper.
  + Complete one of the online CITI tutorials (human subjects, responsible conduct of research, etc.) offered through KU's Office of Research.
  + Research Integrity training/approval
  + Complete safety trainings on Blackboard offered through KU's Department of Environment, Health, & Safety.
  + Departmental or lab resources
  + View website and/or attend a workshop offered through the Center for Undergraduate Research about presenting your research at a conference.
  + Consult with a KU subject librarian for assistance finding sources.
  + Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

# (If relevant) COVID-19 related expectations for on-campus research

While most undergraduate research taking place during the COVID-19 pandemic will occur remotely, some students may be on campus to do their research.  Faculty mentors and their students should follow [university guidelines and safety protocols>>](https://coronavirus.ku.edu/) to minimize the risks of viral transmission.   In addition, students and mentors should have a clear understanding of what the expectations are for behavior on and off campus during the period the student is engaged in the research.

Mentors and students should discuss the following expectations about students' off-campus behaviors during the time period that they would be working on-campus:

* Timely disclosure of contacts with infected individuals;
* Timely disclosure if the student feels unwell or has symptoms consistent with Covid-19;
* Avoid violations of social distancing norms (e.g. attending parties that involve large groups and close contact)
* Avoid non-emergency travel away from Lawrence.
* Timely disclosure if roommates’ contacts or behaviors increase the risk for exposure.

List any additional expectations for the student and/or mentor related to on-campus research during the COVID-19 outbreak:

# Research Milestones

Identify several tasks that the student should aim to accomplish as they move toward completing the project, including a tentative schedule.  Be sure to include any product, such as a paper, creative work, or presentation, that the student is expected to complete by the end of the semester. (Add more fields as needed).

Example Research Milestones:

*Identify six articles to read.*

*Successfully clone gene of interest.*

*Administer survey.*

*Submit proposal to present at Undergraduate Research Symposium.*

*Turn in the first draft for a final paper.*

* **Milestone 1:** 
  + Target completion date:
* **Milestone 2:** 
  + Target completion date:
* **Milestone 3:** 
  + Target completion date:
* **Milestone 4:** 
  + Target completion date:

# Student Outcomes

Identify several outcomes (skills, knowledge, professional development, etc.) that are important for the student to develop through the completion of this project. Use these questions to get you started: What does the student want to get out of this research experience?  What does the mentor want the student to get out of the experience?

Example skills outcomes:

*Can identify relevant sources from library databases.*

*Learn to operate a thermocycler to complete PCR.*

*Can successfully use Final Cut Pro to edit my film.*

Example content knowledge outcomes:

*Be able to compare/contrast 3 different scholars' interpretations of "Brave New World."*

*Be able to summarize the latest research about the causes of depression among the elderly.*

*Be able to explain and understand the concepts behind the PCR technique and its application to the lab's work.*

Example professional development outcomes:

*To show my artwork in a gallery.*

*To attend a professional conference.*

*To create a writing sample/portfolio for graduate school applications.*

*To help me decide on my career options.*

* **Outcome 1:**
  + Student level at start of project: *(no experience, beginning, adequate, advanced)*
  + Student level at end of project: *(no experience, beginning, adequate, advanced)*
* **Outcome 2:**
  + Student level at start of project: *(no experience, beginning, adequate, advanced)*
  + Student level at end of project: *(no experience, beginning, adequate, advanced)*
* **Outcome 3:**
  + Student level at start of project: *(no experience, beginning, adequate, advanced)*
  + Student level at end of project: *(no experience, beginning, adequate, advanced)*
* **Outcome 4:**
  + Student level at start of project: *(no experience, beginning, adequate, advanced)*
  + Student level at end of project: *(no experience, beginning, adequate, advanced)*

**Student signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_