

Sample UROP Agreement and Roles Documents

A UROP agreement can be a great tool to set up the expectations for our and your UROP student at the beginning of their UROP. This should happen in an early conversation during their onboarding process. We have resources on the [UROP website](#) and have included a full one below.

Some key things to include in an agreement that is developed:

1. Goals that you both hope to achieve
2. How the project will be evaluated
3. How the student will be evaluated
4. How accountability will be kept and measured
5. How the student will be credited in and outside of the laboratory
6. The intended duration of this UROP
7. Frequency of mentoring meetings/communications (e.g., day, time, place/medium, etc.)
8. Project deliverables
9. Expectations for work norms and laboratory norms and safety

On the next page is a sample UROP agreement you can customize, print/share, and go through with a student. Former UROP Supervisor (and 2015 Outstanding UROP Mentor recipient), David Warsinger, MIT PhD '15, developed and shared an [Undergraduate Researcher Guide](#) that is another example of how to outline roles and expectations for you and your UROP students. It's like a course syllabus, but for UROPs!

While you don't have to set up a UROP agreement, it is highly recommended that you talk about these subjects while onboarding your UROP and document them in some way. Furthermore, having an agreement document for your laboratory is an excellent resource for new lab members and can help carve out the role of UROP students and UROP mentors in your laboratory.