



THE OHIO STATE UNIVERSITY

Undergraduate Research Contract

Created by the Office of Undergraduate Research & Creative Inquiry

What is an undergraduate research contract and why do we need one? An undergraduate research contract is a mechanism that helps the undergraduate researcher and the faculty mentor discuss expectations and build a productive and satisfying working relationship from day one. It is recommended but not required.

Each contract may be different—specific to the interests, projects, methodologies, and goals for the research experience. Please amend the contract outline below as necessary. We recommend that the contract be utilized when exploring working together or prior to beginning research.

Categories included in this optional contract:

1. General information
2. Expectations
3. Goals
4. Student Project

1. General information

Student name:

Mentor name:

Expected research period (Is there a minimum term commitment?):

2. Expectations

- 1) Who will directly supervise the student on this research, if not the faculty advisor?

- 2) Identify other members of the research team who might be a good resource for the student researcher.

- 3) What is the best way for the student to contact the mentor with questions?

- 4) Will he/she attend lab meetings, submit progress reports, or meet on a regular basis with the faculty research advisor/direct supervisor?

- 5) How many hours per week, on average, will the student work on the research? (If unsure, please describe monthly/semester time commitment expectations)

- 6) Will the student volunteer or will they receive academic credit or pay for their time?

- 7) If the student is enrolled in credit hours for this research, how will the grade be determined?

3. Goals

Identify several outcomes (skills, knowledge, professional development, etc.) that are important for the student to gain as a result of this research experience. 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 research period. Possible questions to get you started: *What is the student hoping to get out of this research experience? What does the mentor hope for the student to gain from this experience?*

Examples of goals for skills, knowledge, and professional development (both short and longer term)

- Learn research methods in this area (specify which ones)
- Become more familiar with publications in this area
- Work as part of a team on a large project
- Write a funding proposal
- Present my research at a student poster forum like the Denman Forum
- For creative projects: perform or display my work at a specific venue
- Complete a research thesis and graduate from OSU “with Research Distinction”
- Participate in an national or international professional conference
- Publish my work in a peer-reviewed journal or other venue
- Create a writing sample/portfolio for graduate school applications

Goal 1:

Target completion date:

Goal 2:

Target completion date:

Goal 3:

Target completion date:

Goal 4:

Target completion date:

4. Research Project (if applicable)

- 1) What is the title, goal(s), research question, or general topic for this project?

- 2) What methodology or process will the student use?

- 3) What are the anticipated results or outcomes for this project?

- 4) What product or outcome is expected at the end of the term of this project (phase of the research project)? What will the student present to the faculty research advisor and when?
(Suggestion: Make a timeline with checkpoints for future faculty/student conversation)

- 5) Identify possible venues to present or publish this research.

- 6) Is this project going to be a research thesis? If not, does the student have interest in writing a research thesis? Does the faculty advisor have expectations for thesis or publication?

Student Signature: _____ Date: _____

Research Mentor Signature: _____ Date: _____
