

## Guidelines for Completion of Undergraduate Research Projects in Spring, 2020

As of March 16, 2020, undergraduate students are not to return to campus to work on research projects. The University is committed to doing what is necessary to keep the University and surrounding communities safe. For up-to-date information on the University's response to COVID-19, please see <https://safe-campus.umn.edu/public-health-alerts>.

It is in the best interest of students in credit-bearing research programs such as directed research (DR) or scholarship programs (UROP, URS, GC-UROP) to complete their programs on time.

*For research projects that do not require being on campus* (e.g. projects that use information available online, projects that don't require special equipment or resources), students should finish their projects as scheduled. DR and scholarship students should finish all tasks specified in their DR contract or scholarship application. DR mentors should assign grades when the semester is over. Scholarship students will receive their final payment once all of their forms have been submitted.

*For projects that require being on campus*, students should consult with their mentor to find an alternate way to complete their project while meeting as many of their original research goals as possible. If this is not feasible, students can change to a modified or related project – note that the new projects **must not involve human or animal subjects**. DR students still need to work the number of hours specified in their DR contract, and scholarship students still need to work 120 hours. DR grades and scholarship payments should be processed as normal.

*For students whose project cannot be completed or changed*, the student's project can be delayed. For DR projects, student and mentor should produce an incomplete contract for completion of the work in summer or fall semester. Information on the incomplete contract is found here: <https://onestop.umn.edu/academics/grading-policies>. The mentor should enter an incomplete grade for Spring 2020, and change the grade as soon as the work is completed. Scholarship students should contact the Office of Undergraduate Research to obtain an extension to their award. The final payment will be made once the project is complete. ***This option is not available to students graduating in Spring 2020.*** Students who are in their last semester at the University and cannot complete their project should consult with their mentor, their major's Director of Undergraduate Studies, and the Office of Undergraduate Research to agree on a plan to complete their research project.

For more information on Directed Research, please contact Paul Siliciano at [pauls@umn.edu](mailto:pauls@umn.edu). For research programs run by the Office of Undergraduate Research such as UROP, URS and GC UROP, please contact Vicky Munro in the Office of Undergraduate Research at [munro001@umn.edu](mailto:munro001@umn.edu). For information from the Office of the Vice President for Research on the status of research activities please see <https://research.umn.edu/covid-19-guidance-research/overview>.