URP Applications for the Spring 2022 Semester are now being accepted!
URP APPLICATIONS WILL NOT BE ACCEPTED BETWEEN DECEMBER 21 AND JANUARY 2, 2022 –
PLEASE EMAIL THEM BEFORE OR AFTER THESE DATES.

The deadlines for credit and funding are January 18th, 2022. No applications will
be accepted after this date.
Please use the new revised application attached. **Each application must be typed and signed by the**
student and faculty supervisor.
Please be sure complete the entire form including funding information.

Students must have a valid I-9 on file and complete the required job training before they can begin
working.

To register your URP:
- To do a URP for pay or credit, you need to submit the attached form. This form should be signed
  by Laraine Michaelides michal@rpi.edu, the department URP coordinator.

- If you are doing the URP for credit, you need to fill out the 4UR form as well:
  https://www.rpi.edu/dept/srfs/ugresearch%20project(URP).pdf
    o This form should be signed by me (Rama Hamarneh, hamarr@rpi.edu) on behalf of ECSE
      Dept. Head John Wen.

- If you are doing the URP for pay you should submit the first form, along with your lab safety
  training info (see below) to Laraine (michal@rpi.edu) via email.
- If you are doing URP for credit, you should submit both forms, along with your lab safety training
  info (see below), to Laraine, and the 4UR form to the registrar's office (registrar@rpi.edu).

Please note the following:

• _**Students engaged in their Arch Away Experience during the Spring 2022 semester cannot participate**_
**in the URP program. In an effort to clear up any confusion please review the attached Arch Research**
**Guidelines document created by Dr. Tiffany Powell.**

• Lab Safety Training – The Lab Safety Training course is now accessible on Percipio. See the
attached Assigned Reading Learning Completion Instructions – Percipio PDF for directions on how to
complete the training. Once you have completed the training, you can print a certificate of completion
and email it to Laraine along with your application. The lab safety training is required. Applications will
not be approved until the requirement has been completed.

• Co-term students – Per the Provost and Dean of Graduate Education, students in the co-terminal
program who have graduated with a Bachelor's Degree are considered graduate students. These
students are NOT eligible for URP funding. Since they continue to receive their undergraduate Rensselaer
financial aid awards, they cannot hold an hourly position performing research duties as graduate
students.