

Memo to Chairs and Directors

RE: Research Opportunity Program - 2024-2025

Dear Colleagues:

We are writing to encourage your participation in the Research Opportunity Program (ROP) for the upcoming 2024-25 cycle. The ROP gives students an opportunity to work with faculty in the development of their research across a broad range of disciplines in an interactive student-teaching partnership. The ROP is part of our continuing efforts to offer students the benefits of an undergraduate education in a research-intensive university. Participating faculty members have also found the experience enormously rewarding since it allowed them to engage one-on-one with undergraduate students in support of their completion of meaningful research projects.

The Office of the Dean provides ROP funding to support student participation in the Program. Allocations of up to \$750 for half-credit courses and \$1,500 for full-credit courses are made based on available funds for the academic year. This funding can assist in offsetting some of the costs (i.e., equipment and supplies) that might be associated with your ROP project. Please visit our website for more information on funding:

<https://www.utm.utoronto.ca/experience/rop/faculty-and-staff/funding>.

The Program provides flexibility for academic departments to determine the prerequisites and exclusions for student participation. All approved ROP course offerings can be found in the UTM Academic Calendar. Students earn either half (0.5) or one (1.0) course credit by participating in a faculty member's research project. There is no final examination in this program. Students are expected to complete the required hours per week based on the ROP term, keep a journal, and meet regularly with their supervisor. Students are accepted at the discretion of the faculty lead. Grading is determined by the academic unit but must not contravene the [University Grading Practices Policy](#).

The ROP application and selection process is administered entirely online via the [ROPAPP](#). For the upcoming 2024-25 cycle, the ROPAPP will open for faculty project and funding proposal submissions on **Monday, January 15, 2024**, and close on **Monday, February 5, 2024**. Students will have access to the ROPAPP to view and apply your approved project(s) beginning on **Monday, February 12, 2024**.

Please pay careful attention to the dates, deadlines, and important items listed in the ROP Timetable (see below).

To faculty members who had student placements for the 2023-2024 season, thank you for your commitment to the ROP. If you did not have the opportunity to supervise a student, we hope that you will consider submitting a proposal in the upcoming season.

If you have any questions about the program, please contact rop.utm@utoronto.ca.

Kind regards,

Andreas Bendlin
Vice-Dean, Academic Experience

ROP TIMETABLE 2024-25

| Date | Event |
|-------------------------------|---|
| Monday, January 15, 2024 | ROPAPP opens for instructors to submit project and funding proposals for ALL projects |
| January 10 & January 31, 2024 | Information Sessions for Faculty and Staff Register: uoft.me/ROPinfosession |
| Monday, February 5, 2024 | Deadline for instructors to submit ALL project and funding proposals via the ROPAPP |
| Monday, February 12, 2024 | ROPAPP opens for students to submit their applications. |
| Monday, March 4, 2024 | Deadline for students to submit application(s) via ROPAPP for ALL projects NOTE: ROPAPP will close for students at 11:59 p.m. |
| Monday, March 18, 2024 | Instructor DEADLINE to select Summer 2024 students |
| Friday, March 22, 2024 | Student DEADLINE to sign Summer 2024 contracts |
| Wednesday, March 27, 2024 | Chair DEADLINE to sign Summer 2024 contracts |
| Monday, April 1, 2024 | Summer 2024 students to be loaded into their approved ROP courses through ACORN/ROSI with a signed ROP contract on behalf of the student, instructor, and Chair |
| Monday, May 6, 2024 | Students admitted to Summer 2024 projects can begin work |
| *TBD | Last day to drop an F or Y Summer course on ACORN and receive 100% course fee refund, if you are still registered in other courses for the session |
| *TBD | Last day to drop a Summer Y course on ACORN for a 75% course fee refund |
| Tuesday, May 29, 2024 | Instructor DEADLINE to select students for Fall 2024, Winter 2025, and year-long projects |
| Monday, June 3, 2024 | Student DEADLINE to sign contracts for Fall 2024, Winter 2025, and year-long projects |
| Friday, June 7, 2024 | Chair DEADLINE to sign contracts for Fall 2024, Winter 2025, and year-long projects |

*Dates to be determined.

Important Notes:

- Timeline dates are subject to change without notice.
- Students selected to participate (approved) will be notified automatically via email through the ROPAPP.
- Students cannot begin work until the contract has been agreed upon and signed through the ROPAPP by all three parties: student, instructor, and Chair.
- Selected students will be automatically registered on ACORN/ROSI during the registration periods for the SUMMER, FALL, WINTER, and YEAR-LONG sessions.