UREAP Help Guide

Updated November 2026

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Notice: Application Process Under Revision

Last Updated: November 4, 2026

The UREAP application process is undergoing revisions. However, the core components of the application outlined in this Help Guide will remain the same. This guide is intended to help applicants understand and prepare their UREAP application.

Once the application process revisions are finalized, an updated Help Guide with instruction on how to submit your UREAP application will be made available. Applicants should refer to the program website for the most current application instructions and deadlines.

If you have questions about applying to UREAP, please contact studentresearch@tru.ca.

Part 1: The UREAP Application

Introduction

The Undergraduate Student Research Experience Award Program (UREAP) is a **$6,000 scholarship** that can help you get started in your own original research. It is a way to improve your resume, increase your academic and professional success, and make your time at Thompson Rivers University more interesting and rewarding. Beyond working in a science lab, activities such as inventing new ways to heat a house, finding new ways to look at social issues, writing a play or a novel or creating an artistic work can all be considered research.

In addition to the $6,000 scholarship, projects are also eligible for an **additional operating grant up to $1000** to cover expenses such as supplies, travel for the purpose of research, or travel to conferences to share your research findings. Operating grants are subject to availability of funds and the discretion of the UREAP adjudication committee. More information on the operating grant can be found in the Operating Grant section of this help guide.

For many of you, this may be the first time you are writing a formal grant proposal. We recommend that you read through this help guide before you start your application and refer back to it whenever you need additional clarification. This guide is intended to aid in the development of your proposal but in no way provides strict rules to what your proposal should look like.

Please utilize the other resources that are available to you such as your faculty mentor's feedback, as well as the drop-in sessions with the TRU Undergraduate Research Ambassadors. If you have additional questions, please email studentresearch@tru.ca.

UREAP Eligibility

Please ensure that you meet all the eligibility requirements before submitting an application. To be considered for a UREAP award, you must:

- Be a full-time student at Thompson Rivers University at the time of application and be enrolled in an undergraduate program of study
- Have completed a minimum of 60 credits of undergraduate study at the time of application
- Have a minimum GPA of 3.2*
- Have a faculty member who is willing to mentor you as an introductory researcher and supervise/guide your project
- Not have received a UREAP award in the past
- Not hold a UREAP and an NSERC-USRA at the same time, for the same project

*Students who do not meet the GPA requirement may apply and must include an explanation of the circumstances leading to a lower GPA.

If you are unsure if you meet all the eligibility requirements, please talk to your faculty mentor or contact the Student Research Team via studentresearch@tru.ca.

UREAP Adjudication

Applications are adjudicated by an internal committee of faculty members. The Office of the Vice-President Research will normally contact applicants within 4-5 weeks of the deadline with adjudication results. The adjudication committee evaluates applications based on the following criteria:

A. The quality of the proposal (50%),
B. The applicant's academic record (30%).
C. The strength of the two Faculty Mentor Support Forms (20%),

**The principle of equitable and proportional distribution across faculties will guide the final ranking and allocation of awards.*

UREAP Timeline

The UREAP application cycle begins in the Winter Semester, with projects continuing through the summer and concluding by the end of summer. Students may complete a UREAP project in the semester following the completion of their Undergraduate degree requirements (i.e. finish courses in April, complete UREAP as a summer project) but they MUST submit their project by the project deadline to receive funds.

- Applications are due February 28th, annually.
- The Adjudication committee reviews applications in March
- Successful applicants are notified in April
- Project runs May 1* – August 30th
    - UREAP projects requiring ethics (i.e. human ethics, animal care, biohazard, etc.) must obtain all required approvals before beginning. If you are unsure if your project requires any additional certifications, ask your faculty mentor.
- Final report and supporting documents must be completed by September 30th, annually.
    - Funds will be released once all documents are submitted
    - Extensions to UREAP Projects will not be granted. All project components must be completed and submitted by the end date.

Components of the UREAP Application

It is extremely important that this is an original application completed by you with support from your faculty mentors.

UREAP APPLICATION FORM – Faculty Mentors Information

In 1.1, give the name of your Primary Faculty Mentor.

In 1.2, give the name of your Secondary Faculty Mentor.

Both of your faculty mentors must complete the Faculty Mentor Support form and send it in a confidential email to studentresearch@tru.ca* BY THE APPLICATION DEADLINE. These letters combined are worth 20% of the overall adjudication and incomplete applications will not be forwarded to the adjudication committee.

*We are currently reviewing this process. Faculty will still be required to submit a Faculty Mentor Support form but there may be changes to the submission process. Please refer to the program website for the most current application instructions.

UREAP APPLICATION FORM – Project Description

This is the main part of the application. This is the area where you will describe your proposed project in detail and where you will convince the adjudication committee that your proposed project should receive funding over all other projects. This is a very difficult skill, and it is one that you will develop as you complete this application.

We recommend that you complete at least 3-4 drafts of your proposed project description. We also highly encourage you to work with your faculty mentors as you complete this section. If you require extra assistance, refer to the "Where can I get help with my UREAP application" section of the UREAP website.

In 2.1, provide an abstract for your proposed project in 1500 characters or less. An abstract is a concise summary of the larger project proposal. Abstracts will vary based on discipline, so please investigate how to write a proper abstract according to your discipline. As an overview, your abstract should include:

- the main objective of your proposed project;
- an outline of the methods you intend to use;
- any projected or intended results of the proposed project; and
- the implications or significance that your proposed project will have in your field of study.

In 2.2, provide a brief literature review for your proposed project in 3500 characters or less. This part of the application will contain previous research and should include literature sources with proper citations. A strong application will typically have 6-8 cited literature sources. If you need help citing these sources, please refer to the library (http://www.tru.ca/library.html), talk with your faculty mentor, or visit and Undergraduate Research Ambassador during their drop-in sessions (contact studentresearch@tru.ca for more information). This literature review should also describe a knowledge gap within your field of study and how your research will significantly contribute to filling that gap.

In 2.3, give the hypothesis or research question for your proposed project in one or two sentences. If you would like to break your research question down into more specific objects feel free to add those here as well.

For example:

The research question for my proposed project is "what are the best predictors of attraction for online dating profiles?" Specifically, I will be investigating how different levels of income, profile attractiveness, warmth, and intelligence influence females' likelihood to date in an online setting. It is well known that profile picture attractiveness influences females when choosing a male in an online dating setting; however, the importance of these other factors have not been investigated.

In 2.4, describe details about the methodology and analysis that you plan to employ while completing your proposed project in 1500 characters or less. This area should discuss by what means you are going to complete your project and how you plan to analyze any quantitative or qualitative data.

In 2.5, describe how your research will significantly impact your field of study. This is the area of the application where you can convince the adjudication committee of the importance and novelty of your research.

In 2.6, briefly describe your research dissemination plans. Perhaps you may want to present it in a peer reviewed journal or create a poster to present at the annual TRU Undergraduate Research and Innovation Conference. Other dissemination opportunities may be presenting to a community board or hosting an art exhibition. Tell the adjudication committee how you want to share your research findings.

In 2.7, list the references that you have cited throughout this section of the application following the citation style that is appropriate to your discipline.

UREAP APPLICATION FORM – Project Timeline with Benchmarks

In 3.1, provide a rough timeline for your project with broad benchmarks. Please note, these benchmarks are to show the adjudication committee that your research can be completed with the allotted 12-week term. If you start your research and find that your project is taking a different direction, you are not committed to this timeline. Work with your faculty mentor to develop a reasonable timeline.

For example:

May:

- Begin training on the Capillary Electrophoresis
- Determine the optimal instrumental parameters and experimental conditions

June:

- Begin the interaction studies
- Finalize data and complete 3 trials

July:

- Begin analyzing data
- Rerun experiments as needed
- Present in the TRU Undergraduate Research Conference

August:

- Finish analyzing data
- Determine the binding stoichiometry or the binding sites using H-NMR
- Write UREAP Report

September:

- Submit final documents

UREAP APPLICATION FORM – Operating Grant Budget Proposal

In addition to the $6,000 scholarship, the UREAP award also offers **UP TO $1000** towards direct research expenses. See the next page for an example of a UREAP Operating Budget.

These expenses must be pre-approved by the UREAP committee in the adjudication process. Categories of research expenses that can be funded through this operating grant include:

- Research supplies (lab materials, art supplies, participant incentives, etc.)
- Travel for research purposes (gas reimbursement, bus tickets, hotels, etc.)
- Travel for research dissemination (conference registration fees, hotels, poster printing, etc.)

If you are looking for funding for anything that does not fall within these three categories, please consult with your faculty mentors if it would qualify within this operating grant. If you have further questions or need clarification, please contact studentresearch@tru.ca. We highly recommend that you have one of your faculty mentors look over your operating grant budget before attaching it to the application.

Note: This is not an area to describe what you will do with your $6,000 scholarship money.

In 4.1, indicate the TOTAL AMOUNT REQUESTED that you wish to apply for. This number should NOT exceed $1000 and should match the TOTAL AMOUNT REQUESTED from the last line of the operating grant budget document that you attach to your application.

If you are not successful in obtaining an additional operating grant or your research budget exceeds $1,000, please indicate in 4.2 how you will obtain the necessary supplies or extra funding (i.e., the supplies will be funded by my faculty mentors' grants).

Operating Grant Examples:

1				
2	**UREAP Budget - Additional Costs**			
3	**Travel Costs**			
4	Applicant			
5	Research Travel - Canadian & Foreign**			
6	Airfare	Westjet Flight 218/1578 YVR-ORD May 25-May 30, 2016	$	576.85
7	Mileage		$	-
8	Accommodations	Shared hotel for 4 nights	$	200.00
9	Per Diem		$	-
10	Per Diem Rate & Accommodation			
11	TOTAL		$	776.85
12	**Supplies**			
13	Publication expenses		$	-
14	Office supplies		$	-
15	Technical and Transcriptional services		$	-
16	Small Equipment		$	-
17	Laboratory Supplies			
18	Field Supplies			
19	Other Expenses (please specify)		$	-
20	Conference Registration		$	100.00
21			$	-
22				
23			$	-
24				
25	Total Supplies Costs		$	100.00
26	**TOTAL AMOUNT REQUESTED**			
27				
28			$	876.85
29				
30				

UREAP APPLICATION FORM – Contribution to Academic/Professional Goals.
This is part of the application where the adjudication committee gets to know you. In 5.1, describe how this project and how obtaining an UREAP (in 1000 characters or less) will contribute to your academic and/or professional goals.