**The Mr. Armin and Mrs. Lillian Kitchell Undergraduate Research Award 2020**

**Important Notes to Nominators**

1. **Eligibility for Nomination**
* All students who have **successfully completed at least one UROP course in the current (2019-20) / previous (2018-19) academic year** are eligible for nomination. Criteria for “successful completion” include:
	+ 1. **Submission of a final / progress report,** and
		2. **Receipt of a Pass grade (P/P\*)** as recommended by the UROP faculty supervisor.
* Students who are in their final year of study or have graduated are also eligible, as long as they fulfill the above requirement.
* Each student can only be nominated by **ONE supervisor in each exercise**.
* Nomination must be made by a **UROP faculty supervisor** who has supervised the nominee in the **same research project as the one being nominated for the Award**.
* Each UROP faculty supervisor may nominate **NO MORE THAN THREE nominees**, and a **ranking of the nominees** must be provided if more than one nomination is made.
* Nominated students or awardees in 2019 can be re-nominated for the 2020 Award. However, **previous awardees** (including the Champion, the First Runner-Ups, the Second Runner-Ups and the Best Poster Presentation) can only be re-nominated under a **different project**.
1. **Selection of Awardees**
* **Documents to be prepared by Students**: (1) a **research report** of the nominated project; (2) a **research poster** of the nominated project using the given [template](https://urop.ust.hk/download).
* The research report and the poster should be sent by email to urop@ust.hk on or before **March 23, 2020**.
* Students may opt to submit a **previously completed report** or submit a **new report of the research project** for the purpose of the nomination by **following the same requirements of the UROP report as stated on the** [**UROP website**](https://urop.ust.hk/For_Students).
* For **nominees of a group project**, each student should submit an individual report stating his/her contribution to the project.
* **Documents to be prepared by Supervisors**: the completed **nomination form** signed by both the nominated student and the supervisor. The nomination form should be sent directly from the Supervisor to the UROP Office (by email to urop@ust.hk) on or before **March 23, 2020**.
* UROP Office reserves the right to reject any nominations that do not meet the above requirements.
* Shortlisted nominees (the **Finalists**) will be notified of the **Finalist** **Presentation** by mid-April.
* Selection results will be announced during the **Award Presentation Ceremony** to be held in May or June of 2020 (TBC).
* **The top three Finalists** will be invited to **present their projects** during the **Award Presentation Ceremony**.
* **All nominees** will be invited to showcase their research posters during the **UROP Week** to be held in May or June of 2020 (TBC). Details will be provided in due course.
1. **Awards & Certificates**
* Awardees will win the following cash awards:
* **Champion (HK$20,000)**
* **First Runner-up (HK$10,000)**
* **Second Runner-up (HK$5,000)**
* **Best Poster Presentation Award (HK$2,500)**
* **Finalists** (except the awardees) who attend the finalist presentation will be rewarded with a **book coupon (worth of HK$1,000)** and a certificate signed by the President.
* The supervising team of each student awardee will be presented with the **UROP Faculty Research Award** of **HK$20,000** research fund. The award will be given to the primary supervisor who will share the research fund with the co-supervisor(s), if any. In each exercise, each primary supervisor can receive no more than one faculty research award.

**The Mr. Armin and Mrs. Lillian Kitchell Undergraduate Research Award 2020**

**Nomination Form**

**Submission Deadline: March 23, 2020**

Please submit by email to urop@ust.hk

*(To be completed by the* ***UROP faculty supervisor****; please read the* ***“Important Notes to Nominators”*** *before completing the form.)*

|  |
| --- |
| **Nominee’s Information (the UROP Student)** |
| **Full Name of the Nominee:**     | **Student ID of the Nominee:**      | **Nominee’s Major Code:** |
| **Year of Study (as of 2019-20):** | **Contact Number of the Nominee:** | **Email Address of the Nominee:**      |
| **UROP Course Taken\*:**  in*(Please choose the highest course level if more than one UROP courses have been taken under the nominated project.)* |
| **Nominator’s Information (the UROP Faculty Supervisor)** |
| **Full Name of the Nominator:**      | **Nominator’s Department:**      | **Email Address of the Nominator:**      |
| **Co-supervisor’s Information (if any)** |
| **Full Name of the Co-supervisor:**      | **Co-supervisor’s Department:**      | **Email Address of the Co-supervisor:**      |
| **Project Information** |
| **Title of the Research Project:**      | **Research Report Attached:** *[Please choose]*[ ]  Final Report of the project[ ]  Progress Report of the project[ ]  New Report for this nomination |
| **Conference papers / publications have been resulted from the UROP Project: Yes****[ ] ; No****[ ]** If yes, please specify the Name of the Conference / Publication:      , and its website (if any):       |
| **Nominator’s Recommendations on the basis of the following criteria** *(please use separate sheets if necessary):* |
| **1. Academic Strength / Potential of the Nominee** |
| **2. Significance of the project achievements** |
| **3. Nominee’s Commitment and Performance** *(in the case of a group project, please provide the percentage of the nominee’s contribution to the project.)* |
| **4. Quality of the Research Report** |
| **Undertaking by the Nominee** | **Undertaking by the Nominator** |
| [ ]  I accept the nomination for the Award.[ ]  I declare the attached report is my authentic work.\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_     \_\_\_\_\_\_\_Signature of the Nominee Date | [ ]  I declare the information provided in my nomination is accurate and complete.[ ]  I confirm the attached research report is the authentic work of the nominee.\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_Signature of the Nominator Date |