

## **Memo to Chairs and Directors**

### **RE: Research Opportunity Program - 2026-2027**

Dear Colleagues:

We are writing to encourage your participation in the Research Opportunity Program (ROP) for the upcoming 2026-27 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. Faculty supervisors are expected to be actively engaged with their students and provide meaningful one-on-one guidance throughout the research project.

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The Office of the Vice-Principal Academic and Dean provides ROP funding to support student participation in the Program. Funding proposals will be assessed based on reasonable alignment with directly supporting student involvement in the project. 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. Proposals must demonstrate a clear link to student support and adhere to the [Guide to Financial Management](#). Please see [Appendix A](#) below, and 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 2026-27 cycle, the ROPAPP will open for faculty project and funding proposal submissions on **Monday, January 12, 2026**, and close on **Monday, February 2, 2026**. Students will have access to the ROPAPP to view and apply to your approved project(s) beginning on **Monday, February 9, 2026**. Please pay careful attention to the dates, deadlines, and important items listed in the ROP Timetable (see [Appendix B](#) below).

To faculty members who hosted ROP students for the 2025-2026 season, thank you for your commitment to the Program. 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](mailto:rop.utm@utoronto.ca).

Kind regards,  
Vivienne Luk  
Interim Associate Dean, Academic Experience  
Office of the Vice-Principal Academic and Dean

# APPENDIX A

## Funding Parameters

ROP projects now have a funding cap of \$10,000 per project. A faculty member cannot receive more than \$25,000 for one ROP full-year cycle (Summer, Fall, Winter, and year-long). The ROP will continue to support faculty projects by providing up to \$750 per student for half-credit courses and up to \$1,500 per student for full-credit courses in alignment with the new funding caps outlined.

## Project and Funding Proposal Deadlines

Project and funding proposals for the upcoming ROP cycle are due at the beginning of February each year. Late funding proposals may not be accommodated.

## Eligible research expenses may include:

- Automobile mileage for ROP-related research activities<sup>1</sup>
- Equipment (e.g., lab supplies, consumables)
- Local field trips and [fieldwork](#)
- Off-campus activities
- Photocopy/printing (maximum of \$500)
- Specialty training (formalized training through UofT Core Facilities or external organizations with accompanying certificate)
- Specific hardware or software required for student participation<sup>2</sup>
- Student conference registration\*
- Supplies and tools
- Remuneration for participants in a study (maximum \$25 per participant per project)

## Notes:

<sup>1</sup>The Office of the Vice-Principal Academic and Dean is not liable for any vehicle damage caused by students, research assistants, and/or supervisors. The current University of Toronto rate for vehicle mileage is \$0.57 per kilometre. For additional travel reimbursement guidelines, visit the [Financial Service website](#).

<sup>2</sup>New Hardware and software requests will be reviewed in consultation with I&ITS. Software license requests must also stipulate the length of the requested subscription (e.g., 4-months, 8-months, 1-year, etc.). Instructors are highly encouraged to utilize the University of Toronto's approved [Integrated Tools](#), including the [Academic Toolbox](#).

New If faculty require enhancements to existing equipment, upgrades should be requested through I&ITS for existing hardware (laptops, iPads, tablets) prior to submitting new requests via their ROP Funding Proposals.

New New computer/iPads/tablet requests can only be put forward if a faculty member has not previously received this equipment as part of their ROP funding proposal. If a faculty member has received hardware through the ROP, requests for new hardware will be considered after 5 years. We want to encourage faculty participation in the ROP Sustainability Initiative.

\*Student travel expenses do not include student travel to conferences. Expenses for student travel to conferences should be discussed separately with your Department and not applied to your ROP Funding Request.

**Any items funded by the Research Opportunity Program fall under the [Guide to Financial Management](#). Funding proposals must reasonably align with providing direct support for student involvement in the project and will be assessed accordingly. However, the Research Opportunity Program does not fund expenses related to car rentals, accommodations, or hospitality.**

## APPENDIX B

### ROP Timetable 2026-27

Date	Event
Monday, January 12, 2026	ROPAPP opens for instructors to submit project and funding proposals for ALL projects
Wednesday, January 7, 2026 (12:00 pm to 1:00 pm)	Information Sessions for Faculty and Staff Register: <a href="http://uoft.me/ROPinfosession">uoft.me/ROPinfosession</a>
Wednesday, January 28, 2026 (2:00 pm to 3:00 pm)	
Monday, February 2, 2026	Deadline for instructors to submit ALL project and funding proposals via the ROPAPP
Monday, February 9, 2026	ROPAPP opens for students to submit their applications.
Monday, March 2, 2026	Deadline for students to submit application(s) via ROPAPP for ALL projects  <b>NOTE:</b> ROPAPP will close for students at 11:59 p.m.
Monday, March 16, 2026	Instructor <b>DEADLINE</b> to select <b>Summer 2026</b> students
Monday, March 23, 2026	Student <b>DEADLINE</b> to sign <b>Summer 2026</b> contracts
Friday, March 27, 2026	Chair <b>DEADLINE</b> to sign <b>Summer 2026</b> contracts
Monday, March 30, 2026	<b>Summer 2026</b> students to be loaded into their approved ROP courses through ACORN/ROSI with a <b>signed ROP contract on behalf of the student, instructor, and Chair</b>
<b>*TBD</b>	Students admitted to <b>Summer 2026</b> projects can begin work
<b>*TBD</b>	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
<b>*TBD</b>	Last day to drop a Summer Y course on ACORN for a 50% course fee refund
Wednesday, May 27, 2026	Instructor <b>DEADLINE</b> to select students for <b>Fall 2026, Winter 2027, and year-long projects</b>
Monday, June 1, 2026	Student <b>DEADLINE</b> to sign contracts for <b>Fall 2026, Winter 2027, and year-long projects</b>
Friday, June 5, 2026	Chair <b>DEADLINE</b> to sign contracts for <b>Fall 2026, Winter 2027, and year-long projects</b>

\*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.