

Make it EURēCA[💡] Application Process

Working in an unpaid research position or needing support for an independent project?

'Make it EURēCA!' is a way for students to jointly apply with their mentor for the EURēCA! Student Assistant Program. This program uses federal-work study and direct funds to provide salary support to undergraduate scholars. Applying to the program does not guarantee acceptance, so reach out to the Office of Undergraduate Research & Creative Activities (URCA) with questions!

1. MEET WITH URCA ADVISOR

Learn about program details and expectations before applying.

- Schedule in [Handshake](#), select: URCA: 'Undergraduate Research- Advising'
- Call LynxConnect: 303-315-4000

3. FAFSA REQUIRED FOR ALL STUDENTS

Complete the Free Application for Federal Student Aid (FAFSA) and select 'yes' for work-study. This must be done annually and can take several weeks to process, so start early!

- [CU Denver FAFSA instructions](#)
- [What is work-study](#)
- [How to apply for work-study](#)

5. DEVELOP PROPOSAL & MENTORING PLAN

Work with your mentor to develop a project proposal, job description, and co-written mentoring plan. Include the scope of the proposed project, overview of daily tasks, goals for the semester, and detailed mentoring plan.

- [Example proposals](#)
- [Example mentoring plans](#)
- [Mentoring contract template](#)

2. TALK TO YOUR FACULTY MENTOR

Talk to your mentor about EURēCA!

- [EURēCA! Program Details](#)
- [Faculty Into Sheet](#)

Still looking for a mentor?

- [Tips to Get Started](#)

Does your mentor have questions? Have them email URCA.

4. CHECK WORK-STUDY AWARD

Financial Aid will notify you of your work-study award. Find this information on your CU Denver Student Portal. Take a screenshot of your work-study amount – you will need this for your EURēCA! application.

- **Don't see a work-study award after receiving a Financial Aid package?** Don't worry! You may still be eligible but need to fill out a brief 'Work-Study Request Form' on the Financial Aid Website.
- [How to check your work-study](#)
- [Work-Study Request Form](#)

6. COORDINATE & APPLY

Your mentor will send in the co-written documents through the 'Make it EURēCA!' application. They will need your student ID, graduation information, and work-study status to fully submit the application.

Once you're offered a position, URCA will guide you through the Solidify and Hire process. Keep an eye out for emails!

QUESTIONS? EMAIL
UNDERGRAD.RESEARCH@UCDENVER.EDU