## Guide to Uploading/Editing/Cancelling UROP Project on Enhancement Programmes Portal

INSTRUCTIONS  • This web application is meant for authorized users only. All users are subject to having their activities on this application monitored and recorded Anyone using this application expressly consents to such monitoring and is advised that if such monitoring reveals possible crimin activity or policy violation, evidence of such monitoring may be provided to law enforcement or other officials. • Resources behind this login page are classified as NUS Confidential unless otherwise stated.	CDE UNDERGRADUATE ENHANCEMENT PROGRAMME SYSTEM	<ol> <li>Log in to the Enhancement Programmes Portal (Staff) via <u>https://myaces.nus.edu.sg/ugep/staffLogin.html</u></li> <li>Click NUS Staff Login</li> </ol>
Email T Care Gal IT Care	NUS Staff Login	Note: Main supervisor for UROP must be a full-time academic staff from CDE (includes staff with joint appointments with CDE).
CDE UNDERGRADUATE ENHANCEMENT PROGRAMME SYSTEM	Logout	Click on Project Proposal under 'Undergraduate Research Opportunities Programme (UROP)'
Programme (IAP)       *         Grading       *         View Job Offer       *         Independent Work (IW)       *         Approval       *         Grading       *         Undergraduate Research       *         Opportunities Programme       *         (UROP)       *         Project Proposat       *         Approval       Grading         Vacation Industrial Attachment *       *         Grading       *         View Job Offer       *         Reports       *         Query Enhancement Programme by Student       *		Note: If access rights have been granted to you, you should be able to see UROP functions on the left-hand side. If you do not see them, please write to <u>ugep@nus.edu.sg</u>
Ouery Enhancement Programme by Programme Ouery Enhancement Programme by Student		

Industrial Attachment		Depending on the action you wish to perform, click at one of the options.
Grading View Job Offer	Project Proposal	<ul> <li>Propose Project – To upload a new project</li> <li>Edit Project – To edit the project details of an existing (uploaded) project</li> </ul>
Approval	O Propose Project	Cancel Project – To cancel the project if no longer valid
Grading	O Edit Project	
Undergraduate Research Opportunities Programme (UROP)	O <u>Cancel Project</u>	
Project Proposal		
Approval		
Grading		
Vacation Industrial Attachment (VIA)		
Grading		
View Job Offer		
Reports		
Query Enhancement Programme by Programme		
Query Enhancement Programme by Student		

## **Important**

UROP project(s) can be uploaded onto the Enhancement Programmes Portal at any time. However, we recommend that the project(s) be uploaded a few days prior to the start of the UROP registration period for that semester. Registration period and other UROP-related details can be found at: <u>https://cde.nus.edu.sg/undergraduate/build-your-own-degree/enhancement-courses/undergraduate-research-opportunities-programme-eg2605-urop/</u>