

CDE2605R: Undergraduate Research Experience (UREx)

28 August 2026

College of Design and Engineering and Office of the Provost

Starting Your UREx Journey: What to Take Note Of?

- UREx Deliverables
- Timeline
- REX1000 CANVAS Page
- REx Grant and Claims Process

UREx Deliverables

Satisfactory completion of three UREx Deliverables to obtain CS grade:

- UREx Report *[10-20 pages technical report]*
- Logbook *[serves as a diary for documenting the monthly progress on the UREx project and points of discussion during monthly meetings with supervisor(s)]*
- 5 REx Workshops

UREx Report	To be submitted via CDE Enhancement Programmes Portal
Logbook	
Attendance of 5 REx Workshops	Self-sign up via REX1000 CANVAS page

Up to *2 regular semesters* to complete all UREx Deliverables

UREx Deliverables

Logbook

- Students enrolling in UREx from Sem 1, AY26/27 onwards are required to submit logbook (and not executive summary) as part of their UREx deliverables
- Serves as a diary for documenting:
 - Monthly progress on the UREx project
 - Points of discussion during monthly meetings with supervisor(s)
 - **Meeting with the supervisor once a month (minimum) is compulsory**

Month No.	Project Updates	Minutes of Meeting with Supervisor(s)
1		
2		
3		

[Logbook template](#) can be found at the bottom of the UREx webpage under 'Useful Links for Students'

Timeline for UREx Deliverables

UREx commences	Deadline to complete UREx deliverables	Grading
Start of Sem 1	End by Sem 1	• Receive 'CS/CU' grade at end of Sem 1
	End by Sem 2	• Receive 'IP' grade at end of Sem 1 • Receive 'CS/CU' grade at end of Sem 2

Note: REX Fellows can choose to complete UREx by end of Semester 1, AY2026/27 **or** end of Semester 2, AY2026/27

Timeline for UREx Deliverables

- Students must ensure they have completed their UREx deliverables before they commence UROP, SEP, NOC and IA.
 - Failure to comply with this condition will result in a possible 'CU' grade being awarded to the student
- If you are continuing with UREx in the next semester, no action is needed from your side (i.e. don't have to report it on the Enhancement portal or send an email to inform us)

REX1000 CANVAS

The screenshot shows the REX1000 Canvas syllabus page. The top navigation bar includes a hamburger menu, the text 'REX1000 > Syllabus', and a 'View as Student' button. A left sidebar lists various navigation links: Home, Announcements, Syllabus (highlighted), People, Pages, Files, Modules, Assignments, Quizzes, Course Readings, Discussions, Videos/Panopto, Outcomes, Student Feedback, Microsoft Teams classes, Microsoft Teams meetings, Grades, Rubrics, Collaborations, NUS Tools, and Settings. The main content area is titled 'Research Experience (REx) Programme' and includes a 'Jump to today' link and an 'Edit' button. Below the title is a 'Course description' section with a paragraph about the REX programme. This is followed by two sub-sections: 'REx as a Course Upgrade' with two boxes for 'FOS, FASS, NUS College, SOC' (Upgraded UROP courses: UROP+REx) and 'Biz' (Upgraded Independent Study Courses (ISC): ISC+REx), and 'REx as a Standalone Course' with a box for 'CDE' (CDE2605R: Undergraduate Research Experience (UREx)). The page concludes with a 'Learning outcomes' section listing five bullet points.

REX1000 > Syllabus View as Student

Non-Academic

Home
Announcements
Syllabus
People
Pages
Files
Modules
Assignments
Quizzes
Course Readings
Discussions
Videos/Panopto
Outcomes
Student Feedback
Microsoft Teams classes
Microsoft Teams meetings
Grades
Rubrics
Collaborations
NUS Tools
Settings

Research Experience (REx) Programme

[Jump to today](#) [Edit](#)

Course description

Research Experience (REx) programme aims to provide students a holistic research experience for undergraduate students in NUS across all disciplines. Through REX, undergraduate student researchers have access to curated opportunities for learning and experiencing the myriad activities undertaken by research practitioners, and introduces them to important skills and topics that empower them to be responsible and productive researchers. REX workshops include the ethics of research, different types of research methodologies, effective research communications to specialised and non-specialised audiences, and more. Participants in REX also have access to generous financial support to take their research to the next level. They are provided with meaningful platforms to showcase their research work and network with other undergraduate student researchers from other disciplines.

REx as a Course Upgrade

FOS, FASS, NUS College, SOC

Upgraded UROP courses:
UROP+REx

Biz

Upgraded Independent Study Courses (ISC):
ISC+REx

REx as a Standalone Course

CDE

CDE2605R: Undergraduate Research Experience (UREx)

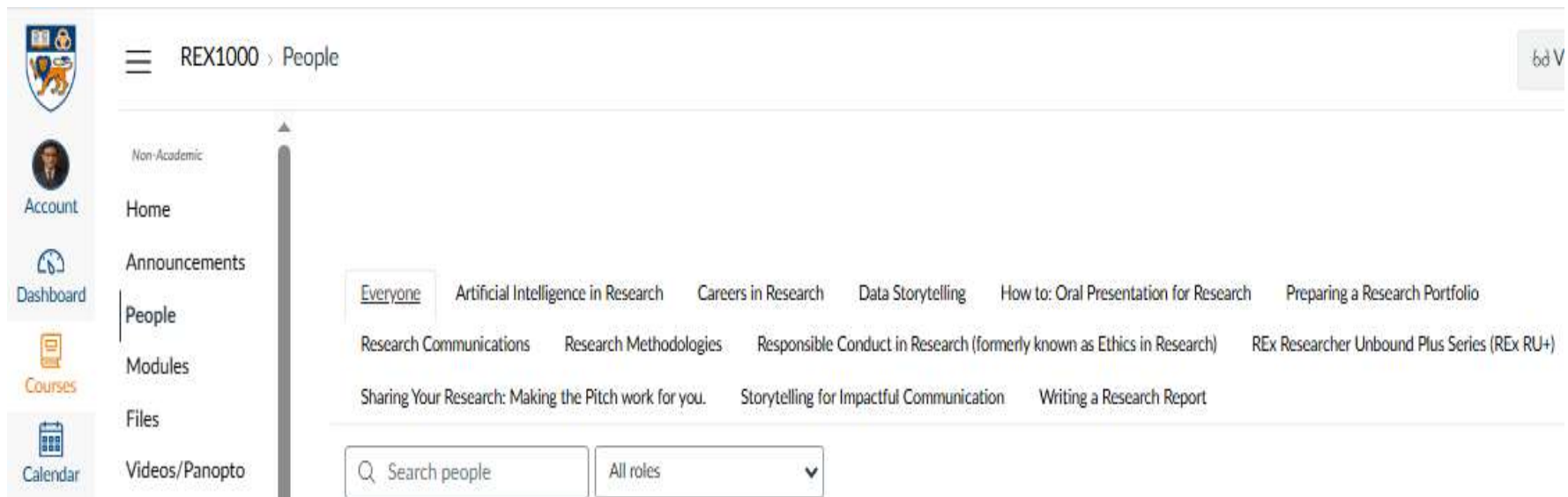
Learning outcomes

- Understand and develop cognizance of different methods, resources and databases for high-quality research
- Acquire awareness of ethical considerations and upholding scientific integrity when conducting research
- Effectively communicate research findings in a clear and coherent manner to specialised and non-specialised audience
- Relevant application of visual narratives and data storytelling and impactfully presenting research findings
- Identify the different career paths in research and making well informed decisions on career choice

- All communications and materials for REX workshops will be made available through REX1000 CANVAS page by PVO
- PVO has onboarded CDE REX Fellows
- CDE REX Fellows will have access to REX1000 until their final semester in NUS unless they withdraw from the course

REX1000 CANVAS

- Self-signup for workshops via **REX1000** CANVAS page by **ASAP once onboarded**
- Limited slots for each workshop - sign-ups are on a first-come-first-serve basis
- Instructions of how to sign up for workshops can be found in the onboarding email



REX1000 CANVAS

Reminders for CDE UREx Fellows on the use of REX1000

- REX1000 is for workshop matters and REx related events (eg; REx Conference, REx RU+) only.
- Do **not** upload your UREx Report and Logbook via CANVAS. Submit these documents via **CDE EP Portal**.
- All forms for UREx are to be downloaded from **UREx website**
 - UREx Grant Application form
 - UREx Reimbursement form

**These forms are to be submitted through
CDE EP Portal only**

Accessing UREx Grant

Guidelines for REx Fellows and Supervisors

Updated August 2025

Prepared by: Undergraduate Research Team
Office of the Provost

Guidelines for Accessing UREx Grant

REx Fellows have **until their final semester in NUS** to access the UREx grant

Individual: \$2500 per student
Group: \$5000 per project

UREx grant covers general expenses related to UREx project including conferences and visits to co-supervisor's lab.

The **default** process of accessing the grant is by **reimbursement** whereby students make necessary out-of-pocket purchases and claim the amount by submitting reimbursement form(s) attached with receipts.

Types of Expenses

(1) Out-of-pocket

- By REx Fellows
- By Supervisors

(2) Non Out-of-pocket

- Purchasing chemicals, reagents and/or other consumables from external vendors
- Service and job request to internal NUS workshops and/or labs

Out-of-Pocket Expenses: **Purchases by REx Fellows**

Out-of-pocket expenses made by REx Fellows can be claimed from the UREx grant via **reimbursement**.

Purchases made by REx Fellows

REx Fellows make expenses



REx Fellows submit reimbursement form with all relevant receipts via the portal (refer to Step 1 and Step 2)



Upon approval by PVO, grant monies are disbursed to REx Fellows

How do REx Fellows claim from the grant?

Step 1	Download the REx Fellow Reimbursement Form (can also be found on the UREx website).
Step 2	Submit completed form as a single PDF file with all relevant receipts via CDE Enhancement Programmes Portal . You may submit a separate form each time when an expense is incurred.

Out-of-Pocket Expenses: Purchases by Supervisors

Supervisors can offer assistance to make **out-of-pocket expenses** for students, if needed.

Purchases made by Supervisors

Supervisors make out-of-pocket expenses in place of REx Fellows

REx Fellows are to obtain receipts of these purchases from their supervisors and then submit reimbursement form with all relevant receipts via the portal (refer to Step 1 and Step 2)

Upon approval, grant monies will be disbursed to REx Fellows. **REx Fellows are to return the disbursed grant monies to their supervisors accordingly**

How do REx Fellows claim from the grant?

Step 1	Download the REx Fellow Reimbursement Form (can also be found on the UREx website).
Step 2	Submit completed form as a single PDF file with all relevant receipts via CDE Enhancement Programmes Portal . You may submit a separate form each time when an expense is incurred.

Non Out-of-Pocket Expenses

Non Out-of-pocket expenses may include the following:

1. Service and job requests to internal NUS workshops and/or labs (e.g. Central Workshop at CDE)
2. Purchasing chemicals, reagents and/or other consumables from external vendors

Download UREx job request form here: [UREx Services and Job Request Form](#)

Non Out-of-Pocket Expenses

For services and job requests to internal NUS workshops and/or labs, REx Fellows are advised to follow Steps 1 to 6 so that the payment can be charged to their UREx grant directly.

Accessing UREx Grant for Services and Job Requests

Step 1	Obtain quotation for job request from workshop/lab
Step 2	Complete the UREx Services and Job Request Form (Sections A and B) and obtain supervisor's approval
Step 3	Upload completed form with attached quotation to CDE Enhancement Programmes Portal for approval (Section C)
Step 4	Upon approval from NUS REx, endorsed job request form with attached quotation to be submitted to workshop/lab
Step 5	Workshop/lab receive job request form and proceed with job request
Step 6	After job request has been completed, students to verify the job request (Section D). Payment will be charged to UREx grant according to amount indicated in the form.

Non Out-of-Pocket Expenses

Purchasing chemicals, reagents and/or other consumables from external vendors.

Such purchases are to be charged to Supervisor's grant. PVO will square off the amount from UREx grant.

REx Fellows are to submit reimbursement form with supporting documents (invoices, quotations, SAP document no. etc) via the portal (refer to Step 1 and Step 2).

How do REx Fellows claim from the grant?

Step 1	Download the REx Fellow Reimbursement Form (can also be found on the UREx website).
Step 2	Submit completed form as a single PDF file with all relevant receipts via CDE Enhancement Programmes Portal . You may submit a separate form each time when an expense is incurred.

Guidelines for UREx Grant

Lab Equipment

- ✓ Verify if equipment is available in NUS facilities.
- ✓ Provide an email copy from supervisor confirming the equipment is not available.
- ✓ All purchased equipment must remain in the laboratory/department and will be treated as NUS asset.

Publication Fees (Journals)

- ✓ Prior approval from REx coordinators (PVO) is needed before incurring any publication fee.
 - ❖ To seek approval, email to REx coordinators at pvo66@nus.edu.sg; include journal details in the e-mail.

Book Purchases

- ✓ Not allowed if available in NUS Libraries (physical/digital).
- ✓ Always check NUS Libraries before buying.

Conference

- ✓ Obtain supervisor's approval via e-mail before making any conference-related purchase (e.g. flight tickets, registration fees etc.)
- ✓ To make claims, submit following documents along with reimbursement form (as a single pdf file)
 - ❖ Supervisor's approval e-mail
 - ❖ Letter/e-mail from conference organizer confirming your participation/presentation

Other Points to Note

- Typical processing time for claims is **4 to 6 weeks**
- **REx Claims Organiser template** to be used when including supporting documents for claims
- Incomplete submission (e.g. absence of supervisor's signature, or missing receipts) will delay the claim process.
- For Out-of-Pocket Expenses: Upon approval of claims, the money is credited/GIRO to the bank accounts of the Rex Fellows as per the bank account information recorded in *myEduRec* (myedurec.nus.edu.sg). Ensure that the bank account information is up to date.

Have further questions?

- For matters pertaining to workshops and claims:
pvobox66@nus.edu.sg
- For other general and administrative matters:
ugep@nus.edu.sg
- **Useful links**
 - [UREx website](#)
 - [CDE Enhancement Programmes Portal](#)