

Fall 2022

UROP CHECKLIST

- Complete Participation Agreement form **by August 7**
- Attend Orientation on **August 17**
- Complete the Hiring Process by **August 31**
 - Sign the **Employee Intellectual Property Assignment Agreement** (EIPAA) at hrit.utah.edu/ogc/ip/#/form/uurf-eiaa.
 - If contacted by HR*, schedule a **hiring appointment**.
- Devise a schedule with your UROP Mentor** to ensure you contribute 120 hours of research or creative work to your UROP Project.
- Attend **AT LEAST TWO Undergraduate Research Education Series** (URES) events by last day of class (**December 8**). The full URES Schedule is always available online at our.utah.edu/events/ures.
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- Meet with an OUR advisor at least once before **Friday, November 11**
<https://outlook.office365.com/owa/calendar/undergradresearch@UofUtah.onmicrosoft.com/bookings/>
- Complete the **UROP Final Report** by the last day of class (**December 8**). Submit the Final Report online at https://ugs.formstack.com/forms/urop_final_report
- Present my research at the **Undergraduate Research Symposium** (URS) before I graduate. More information about the URS can be found online at <https://our.utah.edu/events/undergraduate-research-symposium/>