FALL 2022 UROP POLICIES & CHECKLIST

PARTICIPATION & STIPEND POLICIES

- I will be hired as a temporary, part-time employee as an Undergraduate Research Assistant to receive the UROP stipend. I will be paid a taxable stipend of $1,200.00 for a total of 120 hours of research or creative work from **August 22-December 8**. The UROP stipend will be distributed in equal bi-monthly installments.

- If not a current UofU employee, I will make arrangements to be hired as a UROP Participant by **August 31.** Failure to make hiring arrangements prior to that date will result in forfeiture of the UROP stipend.

- I understand that all University of Utah employees are required to sign an Employee Intellectual Property Assignment Agreement (EIPAA). I understand I must sign the EIPAA before I can receive my UROP stipend.

- I understand that all University of Utah employees are required to enroll in Two-Factor Authentication (2FA) that protects Central Authentication Services (CAS)-authenticated applications, including CIS, Canvas, and Box. I understand that I must enroll in 2FA immediately after being hired to access CAS-authenticated services.

- I will attend mandatory UROP Orientation. I understand that the UROP stipend will not be distributed before I attend orientation OR before the first date of the semester (**Monday, August 22**), whichever comes later.

- I will devise a schedule with my UROP Mentor to ensure I contribute 120 hours of research or creative work to my UROP Project. This schedule will be in writing and signed by both me and my UROP Mentor. I understand I may be asked to produce this schedule as documentation if there is question about my progress. I understand that if I do not document this schedule or fail to meet this schedule, I may be dismissed from the program and forfeit the remainder of the UROP stipend.

- My UROP Mentor (or designee), who serves as my direct supervisor, will receive a bi-monthly email from the OUR to confirm that I am progressing on my UROP Project as outlined in this schedule.

- If my UROP Mentor (or designee) indicates issues with my work, I will receive official notice from the OUR along with a plan for remedying the issue and a timeline for doing so. If I fail to meet the expectations outlined in this notice, I will be dismissed from the program and forfeit the remainder of the UROP stipend.

- I will immediately notify the OUR if I obtain another job at the University of Utah (campus or hospital) while employed by the OUR.

- If at any point I am unable to adhere to the Participation & Stipend Policies, I will contact the OUR immediately. Failure to meet these expectations will result in a forfeiture of the UROP stipend.

PROGRAM POLICIES

- I will attend **AT LEAST TWO** *Undergraduate Research Education Series (URES)* events in the Fall semester -If I cannot attend TWO URES events because of coursework conflicts, I will contact the OUR no later than the Add/Drop date (**Friday, Sept. 2**) to make alternate arrangements.

- I will complete a UROP Final Report by the last day of the semester (**Thursday, December 8**).

- I will meet with an OUR advisor at least once before **Friday, November 11.**

- I will present my research at the Undergraduate Research Symposium (URS) before I graduate.

- Failure to meet the Program Policies may lead to ineligibility to receive other OUR funding and the Undergraduate Scholar Designation (URSD). If I become ineligible for other OUR funding or the URSD, I understand that I may regain my eligibility and I will contact the OUR for more information.

Office of
UNDERGRADUATE RESEARCH
THE UNIVERSITY OF UTAH

FALL 2022 UROP POLICIES & CHECKLIST

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.
    - ☐ _____
    - ☐ _____
- ☐ 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/