

**Undergraduate
Research
Opportunity
Program (UROPE)
Orientation
Fall 2022**

Welcome

Dr. Annie Isabel Fukushima, Associate Dean
Undergraduate Studies & Director, Office of
Undergraduate Research

Meet Today's Facilitators

- Dr. Annie Isabel Fukushima, Associate Dean, Undergraduate Studies/Director-OUR
- Cindy Greaves, Program Manager-OUR
- Shiver, Academic Program Manager-OUR
- Sandra Luo, Undergraduate Research Advisor-OUR
- Gauri Garg, Undergraduate Research Leader-OUR

Meet OUR Team

Annie Isabel Fukushima, Ph.D.
Associate Dean, Undergraduate Studies
Director, OUR

Cindy Greaves
Program Manager
Utah Funds & Scholarships

Sandra Luo
Advisor
Undergraduate Researchers

Megan Shannahan
Academic Program Manager
National Grants & Partnerships

Shiver
Academic Program Manager
Education & Outreach

Undergraduate research leaders

- Gauri Garg
- Emi Wickens
- Joshua Chang
- Mary Fairbanks
- Melika Moeinvaziri
- Sophie Stephens
- Sarthak Tiwari
- Eliana Massey

Agenda

- OUR Mission Statement
- UROP Expectations
- UROP Participation Agreement
 - Participation & Stipend Policies
 - Program Policies
- Other OUR Programs & Funding

Office of Undergraduate Studies

From admission to graduation, the units of the Office of Undergraduate Studies at the University of Utah provide every student with an exceptional educational experience that empowers them to lead transformational lives wherever their educational and professional futures take them.

Central office

<https://us.utah.edu/contact/directory.php>

OUR Mission

The mission of the University of Utah Office of Undergraduate Research is to facilitate and promote undergraduate student-faculty collaborative research and creative works in all disciplines throughout the University of Utah campus. In recognition that excellence requires diversity, we pursue this mission through equitable programming that promotes diverse representation and social justice.



OUR Commitment: All Faculty, Staff & Students

- Foster student success by preparing students from diverse backgrounds for lives of impact as leaders and citizens through research.
- Generate and share knowledge, discoveries, and innovations through undergraduate research collaborations with faculty.
- Promote education through fostering mentoring relationships, experiential learning and transformative experiences through research opportunities.
- In service to communities through promoting health and quality of life in research.

OUR Programs & Activities

Scholarship & Funding Opportunities

- Summer Program for Undergraduate Research (SPUR)
- Undergraduate Research Opportunity Program Scholars (UROP)
- Travel & Small Grants
- Scholarships



Education & Outreach

- Undergraduate Research Symposium
- Undergraduate Research Education Series (URES)
- Utah Conference of Undergraduate Research
- National Conference of Undergraduate Research



Advising (Required for UROP)

Awards & Recognition

- OUR Award Ceremony
- Monson Prize
- Undergraduate Research Scholar Designation (URSD)
- Undergraduate Research Journal



Faculty Collaborations

- OUR Program Partners
- Summer Program Partners
- Faculty Affiliates

UROP

2015 - 2022

~4K

UROP Awarded

~2K

Advised

3,331

Presenters



Office of

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH



You are at the cutting edge of research and we are honored to be a part of your research journey!



UROOP Expectations

UROP Expectations

- **Read and respond to correspondence** from the OUR in a timely manner.
- **Conduct the research project** under the supervision of the UROP Mentor and as proposed in the application.
 - Substantial deviations from the original project must be discussed with the OUR immediately.
- **Obtain and maintain certifications** as needed for human subject research, animal research, laboratory and other environmental health, HIPAA, etc.
- **Acknowledge support** from the University of Utah Office of Undergraduate Research in the dissemination of the research.

UROP Participation Agreement

- Attend mandatory UROP Orientation.
- You will be hired as a temporary, part-time employee as an Undergraduate Research Assistant to receive the UROP stipend.
- If not a current U employee, you should have been notified by HR if you need a hiring appointment. Current U employees usually do not need to make an appointment with HR.
- You must be hired August 31. (Failure to make a hiring arrangement prior to that date will result in forfeiture of the UROP stipend).
- You will be paid a taxable stipend of \$1,200 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.



UROP Stipend Schedule

1 Thursday, September 22

2 Friday, October 7

3 Friday, October 21

4 Monday, November 7

5 Tuesday, November 22

6 Wednesday, December 7

***Please sign up for Direct Deposit**



OFFICE OF UNDERGRADUATE RESEARCH

LEARNING AT THE CUTTING EDGE OF RESEARCH

[UROP HOMEPAGE](#)[HOW TO APPLY](#)[ACCEPTANCE CHECKLIST](#)[CURRENT SCHOLAR RESOURCES](#)

UNDERGRADUATE RESEARCH OPPORTUNITIES PROGRAM (UROP)

The Undergraduate Research Opportunities Program (UROP) provides undergraduate students and mentors the opportunity to work together on research or creative projects.

UROP provides a \$1,200 stipend (effective Summer 2019) and educational programming for students who assist with a faculty member's research or creative project or who carry out a project of their own under the supervision of a faculty member. Students may apply for UROP any semester and may be eligible for a one-semester renewal. UROP awardees are hired as temporary, part-time employees by the Office of Undergraduate Research and are paid \$1,200 for 120 hours of research or creative work during the semester.

FALL 2022 DEADLINES

Student Application Due:

Friday, July 1, 11:59pm

Mentor Application Due:

Friday, July 8, 11:59pm


SPRING 2023 DEADLINES

Student Application Due:

Friday, November 4, 11:59pm

Mentor Application Due:


Friday, November 11, 11:59pm



CIS

In addition to your Student tab, CIS will now have an Employee portal.


SIGN IN TO CIS »



DIRECT DEPOSIT

Add or update direct deposit information.

DIRECT DEPOSIT »



PAYCHECK HISTORY

Review current and prior paychecks from all University jobs.

VIEW PAYCHECKS »

W-2

W-2 INFORMATION

W-2 Information compiled by Tax Services.

W-2 INFO »

W-4

W-4 INFORMATION

Review or change your W-4 tax withholding information.

W-4 FORM »



DUO 2FA

DUO 2Factor Authentication is required by UIT for employees.


DUO MANAGEMENT »



UMAIL

Communication from the OUR will be sent to your UMail address.

SIGN IN TO UMAIL »



UPDATE BIO INFO

Change biographical info, such as mailing address and emergency contact.

UPDATE INFORMATION »

TUTORIALS

SETTING UP DIRECT DEPOSIT »

FORWARDING YOUR UMAIL »

REPRINTING A CHECK »



**You will be contacted via
email by HR if you need to
make a hiring
appointment!**

PARTICIPATION & STIPEND POLICIES – EIPAA

- All University of Utah employees and UROP participants are required to sign an Employee Intellectual Property Assignment Agreement (EIPAA).
 - You must sign the EIPAA before you can receive the UROP stipend.
 - You only need to sign in once
 - Link in UROP award email



PARTICIPATION & STIPEND POLICIES – 2FA

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



**NO TIMECARDS
NO KRONOS
NO IN/OUT PUNCHES**

PARTICIPATION & STIPEND POLICIES - Schedule

- You will devise a schedule with your UROP Mentor to ensure you contribute 120 hours of research or creative work to your UROP Project.
- This schedule will be in writing and signed by both you and your UROP Mentor.



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LEARNING AT THE CUTTING EDGE OF RESEARCH

- UROP HOMEPAGE
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- ACCEPTANCE CHECKLIST
- CURRENT SCHOLAR RESOURCES

RESOURCES FOR CURRENT SCHOLARS


Congratulations and welcome to UROP! On this page, you will find upcoming deadlines, useful tools, and other resources to help you make the most out of your UROP Award.



UROP CHECKLIST

A full list of all Fall 2019 UROP requirements.


[UROP CHECKLIST »](#)



UROP SCHEDULE

Devise a schedule with your mentor to contribute 120 hours to your project.

[SCHEDULE TEMPLATE »](#)

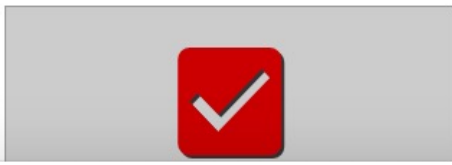


URES EVENTS

All UROP Scholars must attend at least two URES events. Don't forget to sign in!

[URES SCHEDULE »](#)

8/17/22



PARTICIPATION & STIPEND POLICIES – Documenting Schedule

- You may be asked to produce this schedule as documentation if there is question about your progress.
- If you do not document this schedule or fail to meet this schedule, you may be dismissed from the program and forfeit the remainder of the UROP stipend.


PARTICIPATION & STIPEND POLICIES – Supervisor: Your Mentor

- Your UROP Mentor (or designee) who serves as your direct supervisor will receive a bi-monthly email from the OUR to confirm that you are progressing on your UROP Project as outlined in this schedule.



PARTICIPATION & STIPEND POLICIES – Challenges with Expectations?

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



IN MOST CASES,
YOU DO NOT NEED TO SUBMIT
THIS SCHEDULE TO US!

PARTICIPATION & STIPEND POLICIES – Need to Withdraw?

- If at any point you are unable to adhere to the Participation & Stipend Policies, you will contact the OUR immediately.



Failure to meet Participation & Stipend Policies will result in a forfeiture of the UROP stipend.

Advising

Students can meet with OUR Advisors at any stage of their research experiences!

How OUR supplements advising across campus

- How to get started with research
- How to apply to UROP, SPUR, or any other OUR programs
- How to give a research presentation
- Any research or mentor support needed
- Translating research into career and graduate school opportunities

**Required for UROP scholars –
1 meeting by Friday, November 11,**

<https://our.utah.edu/for-students/getting-started/undergraduate-research-advising/>



Program Policies – Attend URES

- Attend TWO Undergraduate Research Education Series (URES) events. This can be in-person, virtual, or via pre-recorded videos.
- If you cannot attend TWO virtual URES events need accommodations, you must contact Shiver no later than the Add/Drop date (Friday, September 2) to make alternate arrangements.

<https://our.utah.edu/events/ures/>



UNDERGRADUATE RESEARCH EDUCATION SERIES (URES)

- Seminars and workshops on topics of interest
- Open to everyone
- In person and online
- **Your log-in counts as your attendance!**

Intro to the IRB

Positionality & Research

Making an Impact with Research

Giving & Receiving Helpful Feedback

Racism in Data & Methods

Literature Reviews

Data Visualization & Research Posters

AND MORE!

<https://our.utah.edu/events/ures/>

UROP Final Report

Student Information

Student Name*

First Name Last Name

Preferred Name

if different than above:

uNID*

Student uMail*

UROP Final Report

- Reflects on both the research experience and participation in UROP
- Link to the Final Report is always available online
- Due by the last day of classes (December 8, 2022)

Undergraduate Research Symposia

UROP scholars are required to present at Undergraduate Research Symposium

- Present your work to the University community
- Posters, talks, performances, art installations, etc.
- Fall Virtual Symposium (Early December): Late November



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UCUR 2023 will replace the 2023 URS – February 17, 2023.

Be prepared to present earlier this semester

<https://our.utah.edu/ucur/>

UCUR

2023 Utah Conference on Undergraduate Research
February 17, 2023 at the University of Utah

Present your work to faculty, peers, and field specialists.

Undergraduates from all disciplines are invited to apply.

Important Dates

Call for Abstracts | September 1

Abstracts Close | November 1

Notification of Acceptance | December 6

Registration Begins | December 6

Registration Deadline | January 15



Visit our.utah.edu/ucur for more info



Research on Capitol Hill (ROCH)

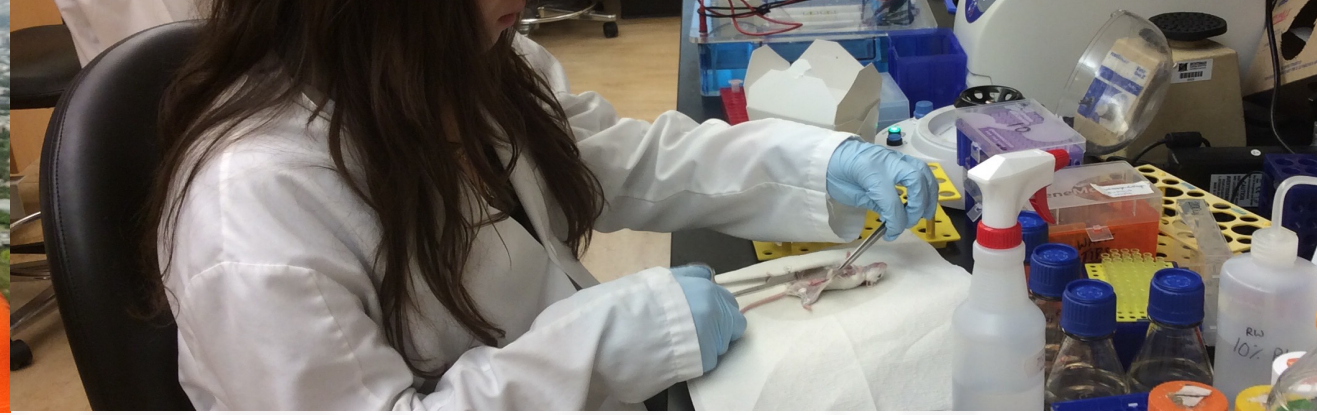
JANUARY 20, 2023

9:00am-1:00pm

@ The Utah State Capitol Building

- **Submissions Open – October 1, 2022**
- **25 students selected to present to state legislators. All UROP students will be invited to apply.**





Summer Program for Undergraduate Research (SPUR)

Students researchers apply for a nationally competitive opportunity to work with a faculty mentor from University of Utah

Requirements

- 35-40 hours/week.
- SPUR 2022 runs from May 25 to August4.
- \$5,000 stipend as well as on-campus housing and UCard benefits.

Deadline: Application deadline for undergraduate researchers (Summer 2023):
End of January 2023

Decision Process: Megan and Fukushima
Primary Contact: Megan Shannahan

our.utah.edu/spur



Travel & Small Grants

Students can apply for research grants to help support their work. Applicants must be working with a faculty mentor.

Travel Grants: \$500.

For conference registration, airfare, lodging, mileage

Small Grants: \$500

For research supplies, special training fees, other costs

Deadlines

Applications due the last day of every month.

<https://our.utah.edu/for-students/travel-small-grants/>



IRB Lab

- a monthly open work space for students to receive peer-mentoring and staff support when applying for Institutional Review Board approval.
- 3rd Thursday of each month
 - September 22nd, 7:30-9:30AM
 - October 20th, 7:30-9:30AM
 - November 17th, 7:30-9:30AM

<https://our.utah.edu/for-students/undergraduate-research-scholar-designation-ursd-2/>



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Funding Fridays

- a bi-weekly workshop for undergraduate researchers applying for OUR funding ([UROP](#), [SPUR](#), [Travel & Small Grants](#) and [other opportunities](#)). This is a drop-in work space for students to get information about applying for opportunities.
- Every 2 and 4 Friday from 12 – 1 via Zoom.

<https://our.utah.edu/for-students/undergraduate-research-scholar-designation-ursd-2/>



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Undergraduate Research Designation

Appears on academic transcript: “Undergraduate Research Scholar”

Requirements

- Two semesters of research with a UofU mentor
- Present at an OUR Symposium
- Publish in the OUR [Undergraduate Research Journal](#)

Deadlines

- Last day of classes
- If you become ineligible for other OUR funding or the URSD, you may regain your eligibility.
- Contact the OUR for more information.

<https://our.utah.edu/for-students/undergraduate-research-scholar-designation-ursd-2/>

Interested in working with OUR?

Students can work with OUR as Undergraduate Research Leaders! We are looking for an IRB Specialist for Spring 2023

Expectations

- URL \$15/hr with an average of 5-10 hours per week.
- Outreach opportunities
- Student recruitment
- Peer advising
- Program development
- Small & Travel Grants peer-review
- Student led and faculty/staff collaborations that further the mission of OUR

<https://our.utah.edu/about-our/undergraduate-research-leaders/>

CONTACT US



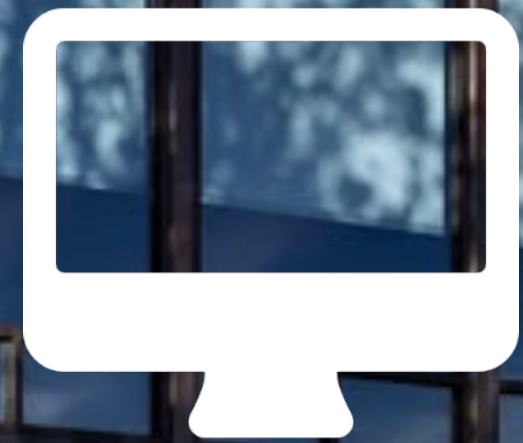
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