

Summer Program for Undergraduate Research: Student Orientation

May 22nd, 2024



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Virtual meeting

This meeting is being recorded.



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Land Acknowledgement

We acknowledge that this land, which is named for the Ute Tribe, is the traditional and ancestral homeland of the Shoshone, Paiute, Goshute, and Ute Tribes. The University of Utah recognizes and respects the enduring relationship that exists between many Indigenous peoples and their traditional homelands. We respect the sovereign relationship between tribes, states, and the federal government, and we affirm the University of Utah's commitment to a partnership with Native Nations and Urban Indian communities through research, education, and community outreach activities.



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Dr. Annie Isabel Fukushima

**Associate Dean, Undergraduate Studies
& Director, OUR**

Presenter

Angie Leiva

Academic Program Coordinator Office of Undergraduate Research

Presenter

Agenda

- Opening Remarks
- Introductions
- Overview of the Office of Undergraduate Research (OUR)
- SPUR Conduct Expectations
 - SPUR policies
 - Program Information
- Mentor Expectations
- Resources
- Campus Resources & Life in Utah
- Other OUR Programs & Funding Opportunities



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Welcome to the Summer Program for Undergraduate Research (SPUR)!



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

OUR Team

- **Annie Isabel Fukushima, Ph.D., Associate Dean, Undergraduate Studies Director, OUR**
- Cindy Greaves, Associate Director
- Shelly Parker, Events Manager
- KT Finney, Academic Program Coordinator
- Angie Leiva, Academic Program Coordinator
- Jennifer Santiago, Academic Program Coordinator

Undergraduate Leaders

- Ali Nopper
- Sofia Flowers
- Kishan Thambu
- Kalista Leggitt
- America Cox
- Abigail Stringfellow
- Isabella Scalise

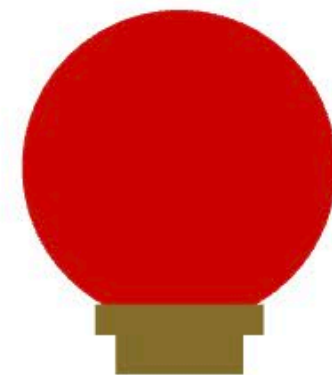
Undergraduate Studies Mission

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.

OUR's Mission

Promote undergraduate student-faculty collaborative research and creative works in all disciplines throughout the University of Utah campus.

Innovating through Undergraduate Research



OUR Commitment: All Faculty, Staff & Students

Foster student success 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.



Why Undergraduate Research Matters

- Promotes skill-building
 - Utilizing previous research & appropriate research methods
 - Articulating research questions like a scientist
 - Presentations & public-speaking
- Promotes retention and graduation for diverse students
- Impacts career and post-graduation decisions (i.e., graduate studies)

SPUR Student Expectations

Current Scholars Resources: <https://our.utah.edu/research-scholarship-opportunities/current-scholar-resources/>



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Conduct Expectations

- Commit to participating in the Summer Program for Undergraduate Research program activities and fulfilling program expectations
- Be on time to all events (plan accordingly)
- Read and respond to correspondence from the OUR in a timely manner
- Obtain and maintain certifications as needed
- Review participation agreement if you are unclear on program expectations



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

SPUR Program Policies

- Spend 35-40 hours per week on research and other program-related activities for the duration of the program (May 22-August 1)
- Research days May 23-August 1
- University holidays: May 27, June 19, July 4, July 24
 - No requirement to make up holiday hours but expect to work an adjusted schedule for those weeks



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

SPUR Program Requirements

- Attend all bi-weekly meetings (05/23- 12-1PM, 05/30,
- Attend all Education Series events (Dates in OUR calendar and Canvas)
- Attend the Grad School Mini-Expo on June 6th, 12-4:30PM
- Complete individual meeting with Angie by June 21, 2024
- Present and attend the Summer Undergraduate Research Symposium on August 1st
- Submit to RANGE: Undergraduate Research Journal by August 1, 2024.
- Submit the final report at the end of the program by August 1, 2024.



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

SPUR Bi-Weekly Meetings

- Bi-weekly meeting dates:
- 9-10:30 AM June 5, June 21, July 3, July 17, July 31 on Zoom
- Exception: July 17th, meeting will be in-person at Sill Center
- Review the Canvas page prior to the meetings to find the readings/ additional materials needed to prepare



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Education Series (Zoom)

Registration and attendance required

our.utah.edu/ures

- Title IX- 5/23: 12PM-1PM (only need to attend once)
- Title IX- 06/03: 12PM-1PM
- Introduction to IRB - 5/30: 11AM-12PM
- Crafting Effective Abstracts - 06/13: 11AM-12PM
- Data Visualization & Research Posters- 06/20: 11AM-12PM (Great resource as you prep for URS)
- Public Speaking- 06/27: 11AM-12PM
- The Argument Behind Statistical Analysis- 07/11: 11AM-12PM
- NSF Grad Research 07/18



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Education Series on 05/23 registration link



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Graduate School Mini Expo



**MINI
EXPO
2024**

Preparing my Next Steps:
**Graduate
and
Professional
School
Admissions**

Thursday
June 6
1:00-4:30 pm
Eccles Alumni House



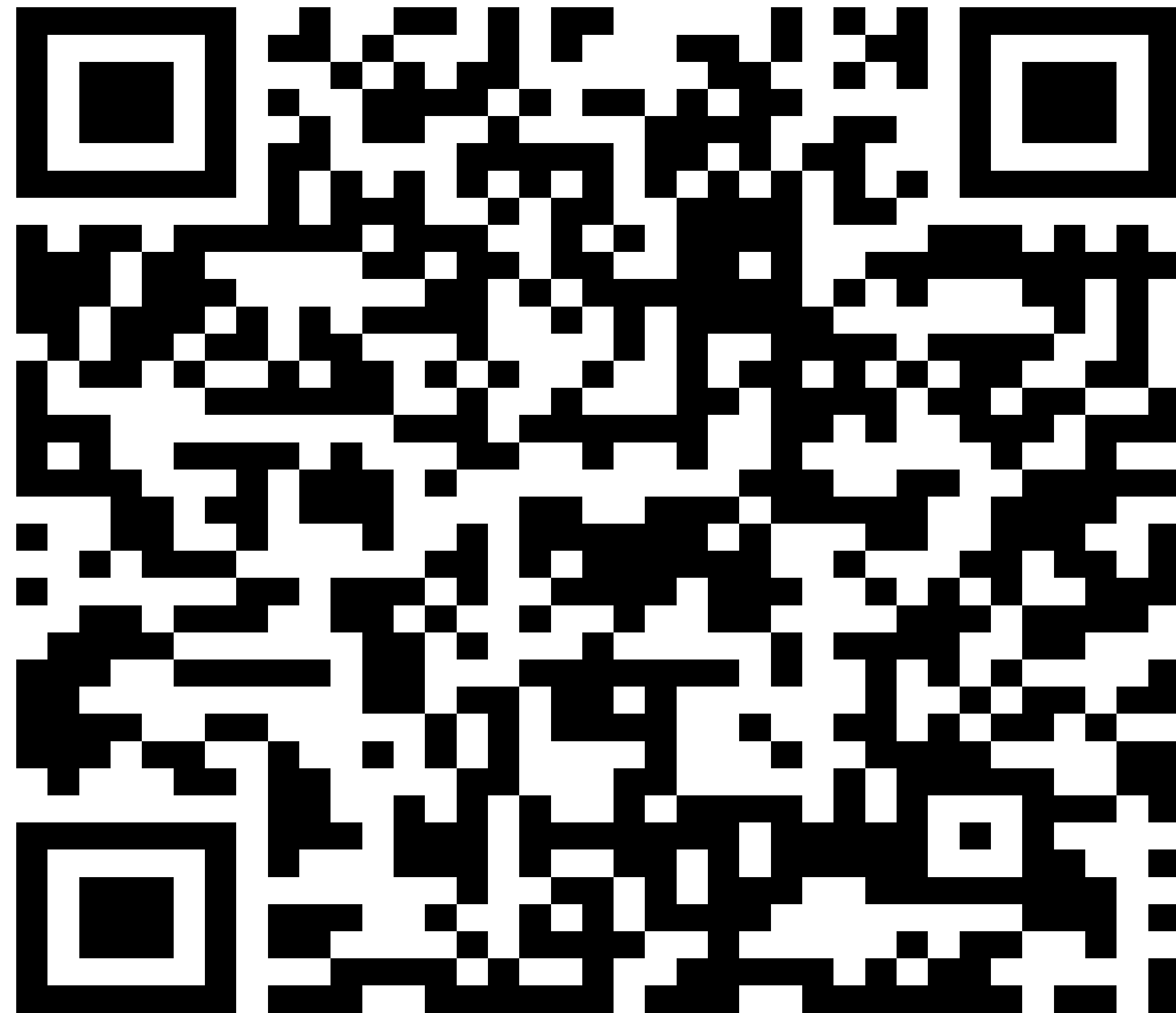
For info and to register visit:
our.utah.edu/mini-expo

 Office of Undergraduate Studies
UNDERGRADUATE RESEARCH
THE UNIVERSITY OF UTAH

 THE UNIVERSITY OF UTAH
The Graduate School

- You are required to attend
- June 6th, 12-4:30 PM, Alumni House
- Panels and topics will be organized into sessions
- Learn about the process of applying for graduate school
- Lunch will be provided
- Keynote: Dean Butt, Graduate School

Graduate School Mini Expo Registration Link



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

<https://our.utah.edu/mini-expo>

Mid-Program Check-in Meeting

- You are required to meet with Angie halfway through the program by June 21st.
- Meetings are meant to check-in with your progress and how you are adjusting
- Link to schedule a meeting is available in Canvas and here: <https://outlook.office365.com/owa/calendar/undergradresearch@UofUtah.onmicrosoft.com/bookings/>
- **Schedule a meeting between June 10th and June 21st.**



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Undergraduate Research Symposium (URS) <https://our.utah.edu/urs>



- Present your work (poster format)
 - August 1, 9:00 AM – 12:00 PM
 - Alumni House
 - 200+ presenters
 - Register by July 25
 - Includes abstract
- For poster, we will provide templates, but can design your own
- Work with your mentor (contents, organization, acknowledgements)
- Poster evaluators present



RANGE: Undergraduate Research Journal

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



- Submit one-page summary of your work or experience during the summer by August 1, 2024
- Longer submissions are welcome
- Work with your mentor to determine appropriate content
- Mentor must approve before you submit
- Benefits are:
 - Wider visibility of undergraduate research
 - Indexable and searchable

SPUR Final Report



SPUR Final Report

Your Information

Your Name*

First Name

Last Name

Permanent Email Address*

Please provide the email address SPUR may use to contact you after the conclusion of the program.

Summer of Participation*

Mentor Information

- Reflects on both the research experience and participation in SPUR
- This is a survey not a paper submission
- Link to the final report can be found on Canvas and on OUR website
- Due August 1, 2024

SPUR Program Information

Attendance Policy

- You are expected to attend all required program events
 - Bi-Weekly Meetings with OUR
 - Education Series
 - Graduate School Mini Expo



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

SPUR Stipend

- You are hired as a temporary University of Utah employee
- The stipend is considered taxable income
- The stipend is distributed in semi-monthly installments
- No timecards
- No Kronos
- No in/out punches

SPUR Stipend Payment Schedule:

1	Friday, June 7
2	Friday, June 21
3	Friday, July 5
4	Monday, July 22
5	Wednesday, August 7



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

SPUR Stipend

Signing up for direct deposit:

- To sign-up for direct deposit, please go to <https://our.utah.edu/spur/>
- Go to current scholars tab
- Scroll to the bottom of the page and under the section “Payment & Scholarships” you will see a tab for direct deposit
- You can also find W-2 & W-4 information

SPUR website:

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

The screenshot shows the homepage of the Summer Program for Undergraduate Research (SPUR) website. At the top is a dark navigation bar with the University of Utah logo, the text 'OFFICE OF UNDERGRADUATE RESEARCH' and 'UNDERGRADUATE STUDIES', a search icon, and a menu icon. The main content area features a large heading 'Summer Program for Undergraduate Research (SPUR)' with a red underline. Below this is a paragraph describing the program as a nationally competitive opportunity for a 10-week summer research experience. A secondary paragraph offers a workshop for application help on January 16th. Three red buttons are stacked vertically: 'VIEW PROJECTS', 'INSTRUCTIONS TO APPLY', and 'APPLY NOW'. To the right is a 'SPUR Quick Links' sidebar with a red header and a list of links: 'SPUR Program Information', 'SPUR Student Application', 'SPUR Mentor Application', 'SPUR 2024 Projects', 'Current Scholar Resources' (highlighted in yellow), 'SPUR Participants', and 'OUR Program Partners'. Below the sidebar is a 'SPUR Participants' section with a red underline, a congratulatory message for the 2023 participants, and a 'VIEW ALL' button. At the bottom, three white boxes provide key dates: '2024 Program Dates' (May 22, 2024 through August 1, 2024), 'Student Application' (Deadline: January 28, 11:59pm (MST)), and 'Mentor Application' (Application closed. Notifications will be sent by October 25).

SPUR Scholars

Quick links for SPUR (Summer Program for Undergraduate Research) Scholars.



SPUR Calendar

View all required and optional events and deadlines.

[Calendar >](#)



Canvas

Access the SPUR Canvas course here.

[Canvas >](#)



SPUR Policies

By completing the SPUR Participant Agreement, you agree to abide by these policies.

[SPUR Policies >](#)



SPUR Orientation

Review information shared at orientation.

[Review Slides >](#)



SPUR Schedule

Devise a schedule with your mentor to contribute the required hours to the program.



SPUR Final Report

A SPUR Final Report must be submitted by the last day of the program.

[Submit Final Report >](#)



Payment & Scholarships

Here you will find some quick links about opportunities that are paid as temporary worker opportunities.



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. (The 1-4th and 16-19th of each month are Payroll processing days and this form will be unavailable)

[Direct Deposit >](#)



Paycheck History

Review current and prior paychecks from all University jobs.

[View Paychecks >](#)



W-2 Information

W-2 Information compiled by Tax Services.

[W-2 Info >](#)



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 >](#)



Research Expectation

- Details regarding expectations and/or requirements of the research will be negotiated between you and your mentor
- You will devise a schedule with your mentor to ensure you contribute the required number of hours to the program. This schedule will be in writing and signed by both you and your mentor
- You may be asked to produce this schedule as documentation if there is question about your progress

Schedule Worksheet

Schedule template:



As a SPUR participant, you are required to devise a schedule with your SPUR Mentor to ensure you contribute 35-40 hours per week to your research and program-related activities (with the exception of the first and last weeks of the program, and weeks that contain a holiday (May 27, June 17, July 4, July 24). This schedule must be in writing and signed by both you and your SPUR Mentor. Your SPUR Mentor (or designee), who serves as your direct supervisor, will receive a semimonthly email from the OUR to confirm that you are progressing on your SPUR project as outlined in this 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 SPUR stipend. We hope you find this worksheet helpful as you complete your SPUR Project!

Week/Dates	Work to be Done	# of Hours
May 22-24		
May 27-May 31		

SPUR Mentor/Mentee Expectations

- Establish expectations at beginning of experience
- Think of what you hope to get out of the experience
- Review your participation agreements with your mentors and discuss anything that is unclear or if you have questions



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

SPUR Mentor Expectations

- Provide the student with a hands-on research experience
 - Students work 35-40 hours per week on research and program-related activities for the duration of the program
- Clearly describe your specific research and work expectations with the student at the beginning of the program
- Be honest and straightforward with the student about expectations: work, timelines, and how to work with you.
- Ensure that the student is certified as needed for, e.g., Human Subject Research, Animal Research, Laboratory and other Environmental Health, HIPAA, etc.
- Support the student in completing all programmatic aspects of SPUR



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Communication

- Always communicate with your faculty mentor in addition to Angie (Office of Undergraduate Research). Dr. Annie Isabel Fukushima (associate dean) is also a resource.
- The OUR team is here to provide support – when things are going well or when you are experiencing challenges. We appreciate your commitment to communicate.
- Email, scheduling appointments with Angie, or phone calls during business hours are appreciated.



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Communications Continued

- Your SPUR mentor will receive a semimonthly email from the OUR to confirm that you are progressing on your SPUR project as outlined in this schedule
- If your SPUR mentor 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 SPUR stipend

Dismissal From Program or Withdrawing

- Multiple missed events, will require a meeting with Angie to get back on track. However, continued absences will lead to a student being dismissed.
- If a student or mentor agrees that a student is unable to get on track, they may be dismissed from the program and forfeit the remainder of the stipend. Dismissed students living in SPUR coordinated housing, will be asked to move-out immediately.

SPUR Policies

- If at any point you are unable to adhere to any SPUR policy, contact Angie immediately
- Failure to meet SPUR policies will result in a forfeiture of the SPUR stipend and dismissal from the program
- If you dismissed from the program and are residing in on-campus housing provided through SPUR, you will need to move-out immediately

Travel Reimbursement

- Reimbursement of up to \$500 (HAPPIEST are not eligible and REACH U2 is \$600)
 - U of U students are not eligible for reimbursement
- Remember to send Angie all receipts related to travel (i.e. airfare, baggage, lodgings, transportation, etc.)
- Please send all receipts by May 31, 2024
- OUR will send follow-up emails with next steps

Current Scholars Resources Webpage

Useful resources all in one place

- Canvas
- Calendar, schedule worksheet, etc.
- Direct deposit, CIS, W-4, etc.
- Final report
- <https://our.utah.edu/research-scholarship-opportunities/current-scholar-resources/>



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

SPUR Canvas Page

- Canvas page: <https://utah.instructure.com/courses/998671>
- All information discussed here can also be found in Canvas
- Please check Canvas regularly
- Organized by week- find information on Ed Series, bi-weekly meetings, activities/events
- Be sure to review page prior to bi-weekly meeting to find any readings and be prepared to discuss
 - Suggestion: Find consistent time at beginning of the week, Sunday or Monday, to review Canvas page



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Program Calendar

- Program calendar with all events and activities can be found on Canvas and current scholars page
- For up-to-date calendar, visit OUR Events Calendar
 - <https://our.utah.edu/newsletters/events-calendar/>



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Campus Resources

All this can also be found in Canvas

- Campus map: <https://map.utah.edu/>
- UTA (public transit): <https://www.rideuta.com/>
- Campus shuttles: <https://www.uofubus.com/routes>
- Library: <https://lib.utah.edu/>
- Union: <https://union.utah.edu/>
- Bookstore: <https://www.campusstore.utah.edu/utah/home>



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Wellness Resources

- Center for Student Wellness: <https://wellness.utah.edu/>
- Student Mental Health Resources: <https://studentaffairs.utah.edu/mentalhealth/>
- Employee Assistance Program and Mental Health:
 - <https://benefits.utah.edu/employee-assistance-program-and-mental-health/>
- Campus Recreation Center: <https://campusrec.utah.edu/membership-services/>
 - For students taking credit hours, there is no membership fees but employees will have to pay out-of-pocket fees
- On-campus Hospitals and Clinics: <https://healthcare.utah.edu/>



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Life in Utah

Summer activities on campus

- Utah Museum of Fine Arts:
<https://umfa.utah.edu/>
- Natural History
Museum: <https://nhmu.utah.edu/>
- Red Butte
Garden: <https://www.redbuttegarden.org/>
- Campus Events: <https://events.utah.edu/>

Summer Activities off Campus

- Tracey Aviary at Liberty
Park: <https://tracyaviary.org/>
- Hogle Zoo: <https://www.hoglezoo.org/>
- Twilight Concert
Series: <https://saltlakearts.org/programs/twilight-concert-series>
- Student-Friendly Things to
Do: <https://www.housing.utah.edu/student-friendly-adventures-a-guide-to-affordable-fun-in-salt-lake-city/>
- Local Hikes:
<https://eccles.utah.edu/news/embrace-your-inner-explorer-three-summer-hikes-to-try-this-summer/>



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

SPUR Housing

Please review the welcome letter for more information and contact numbers

- Move-out date: August 2nd, 10AM
- University of Utah is a dry campus, no alcohol is allowed, even if you are 21 and over
- If you are found in violation, you will be immediately dismissed from University housing and the SPUR program

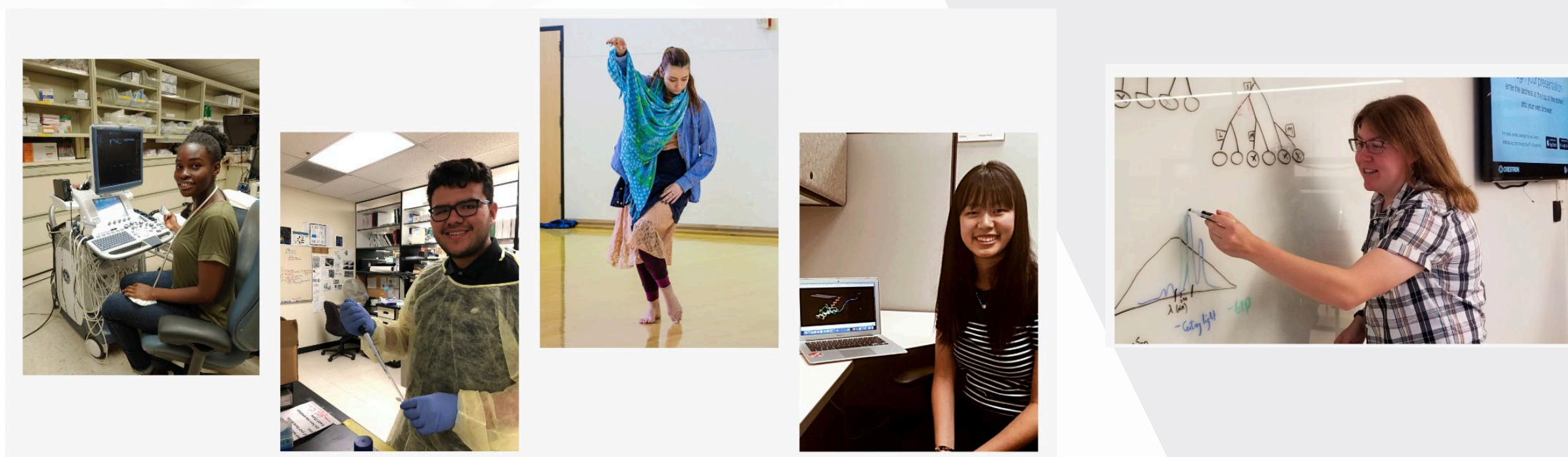


Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Additional OUR Resources for Students



Undergraduate Research Opportunity Program (UROP)

Open to all current U of U students

- \$1,200 taxable stipend for 120 hours of work during one semester.
- Distribution: equal bi-monthly installments.
- Up to 2 semesters of UROP funding
- Deadlines
- Fall 2024: July 5, 2024.



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Scholarships

- **Dee Foundation:** Student research contributes to the well-being of northern Utah residents
- **Francis Family:** Students majoring in the arts, social sciences, humanities or interdisciplinary fields
- **Parent Fund:** Students who have completed 2 semesters of UROP or seniors who have applied for spring graduation
- Visit website for semester deadlines.



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

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:** considered on a monthly basis.



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Undergraduate Research Scholar Designation Checklist



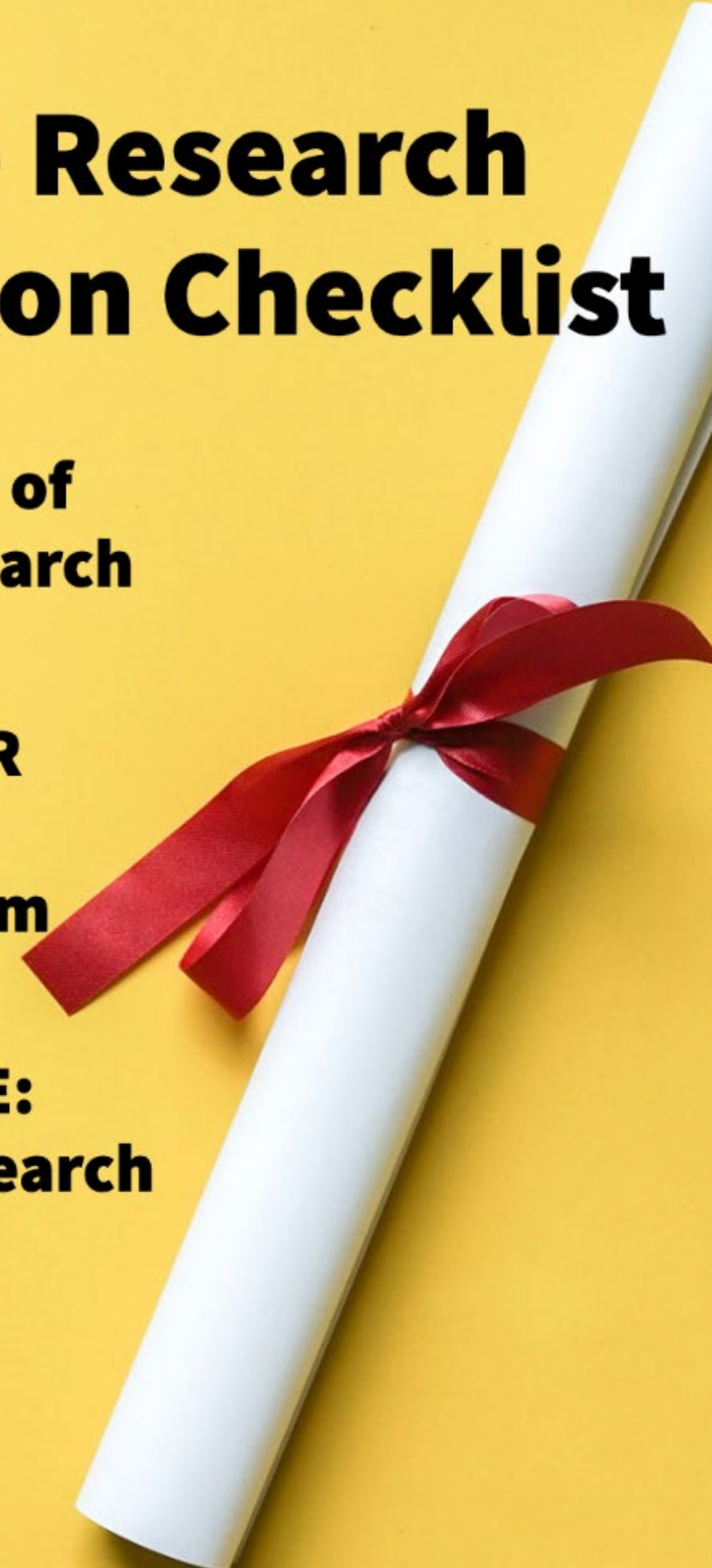
**at least 2 semesters of
undergraduate research**



**presented at an OUR
Undergraduate
Research Symposium**



**submitted to RANGE:
Undergraduate Research
Journal**



Shows up in their transcript
<https://our.utah.edu/ursd>

Funding Fridays & IRB Lab

Open to all students!

Funding Fridays:

Every Friday during Summer semester (May 14-August 1), 11AM-12PM via Zoom

- <https://our.utah.edu/funding-fridays/>

IRB Lab:

June 6, June 20, July 11, July 25, 9AM-10:30AM via Zoom

Or in-person Hoopes Seminar room 2130N

- <https://our.utah.edu/irb-lab/>



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

OUR Research Opportunity Database

<https://our.utah.edu/find-a-research-opportunity/>

Check out some dynamic research opportunities with faculty at the University of Utah. Opportunities may be paid, volunteer, for a senior/honors thesis, or for independent study credit or course credit.

If you are faculty and would like to post an opportunity, [visit this link](#).

View By College

- Architecture & Planning
- Business
- Cultural & Social Transformation
- Dentistry
- Education
- Engineering
- Fine Arts
- Health
- Honors
- Humanities
- Law
- Medicine
- Mines & Earth Sciences
- Nursing

Testing the sensitivity of TDRT secondary task measurement on working memory load

Education

Educational Psychology

The purpose of the study is to examine the effectiveness of a measurement on mental effort

SPUR 2023: Hospital room design and evaluation for elderly residents

Engineering

Mechanical Engineering

**This project is a part of the Summer Program for Undergraduate Research (SPUR), which provides

SPUR 2023: Investigating the molecular mechanisms of mitochondrial-derived compartment formation

Medicine

Biochemistry

**This project is a part of the Summer Program for

What's Next?

- Campus tour led by Kishan, 11:30-12:30
- Marriott Library tour, 12:30-1:30
- Tomorrow: Education Series, Title IX 11-12pm over Zoom
 - Link to registration is in Canvas and on OUR webpage
- Tomorrow: Plan on this being your first day doing research
- May 27: Memorial Day, University is closed
- May 29: Opening Luncheon, Crimson View 12PM-1PM
- June 5: Bi-weekly meeting, 9AM-10:30, Zoom



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Image Release Consent Form



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Hours of operation
8:00am - 5:00pm, Monday – Friday
Sill 005

Virtual & Remote connection

our.utah.edu

our@utah.edu

(801) 581-8070

Stay up-to-date about OUR
Faculty, Staff & Graduate Students ourfacultystaff@lists.utah.edu

Undergraduate researchers
ourstudents@lists.utah.edu



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

Contact information for Angie
Angie.leiva@utah.edu
(801) 581-2478



Office of Undergraduate Studies

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH