UROP Acceptance Contract
SUMMER 2017

- I will attend mandatory UROP Orientation on one of the following dates: Thursday, May 11; Friday, May 12; Monday, May 15; Tuesday, May 16; Wednesday, May 17. I understand that the UROP Award will not be distributed before I attend orientation OR before the first date of class (Monday, May 15), whichever comes later.
- I will attend a minimum of TWO Undergraduate Research Education Series (URES) offered by the Office of Undergraduate Research (OUR) by the last day of the semester.
- I can commit to AT LEAST two of the following URES events:
  o Wednesday, May 24 from 1:30 – 2:30pm (Institutional Review Board)
  o Tuesday, May 30 from 11:30 – 1:00pm (Doing Library Research: Strategies and Tools for Planning, Searching, and Analyzing LibrarySources Workshop)
  o Thursday, June 8 from 2:00 – 3:00pm (Data Management)
  o Thursday, June 15 from 11:00 – 12:30pm (Writing Abstracts Workshop)
  o Thursday, June 22 from 3:45 – 4:45pm (Literature Reviews)
  o Friday, June 30 from 2:30 – 4:00pm (Citation Management: Endnote/Mendeley Workshop)
  o Friday, July 7 from 11:30 – 12:30pm (Translating Your Research to a General Audience)
  o Monday, July 10 from 3:00 – 4:30pm (Posters and How to Use Datathief for Images Workshop)
  o Friday, July 28 12:30 – 2:00pm (How to Market Yourself - Resumes and Personal Statements Workshop)
- If I cannot commit to AT LEAST two of the above URES events, I will contact Stephanie Shiver at stephanie.shiver@utah.edu immediately after submitting this form to make alternate arrangements.
- I will complete a UROP Final Report by August 2, 2017.
- I will present my research within three semesters of the initial UROP award at one of the following conferences: Undergraduate Research Symposium (URS); Utah Conference on Undergraduate Research (UCUR); National Conference on Undergraduate Research (NCUR); A national/international professional conference in the discipline that has been pre-approved by the Office of Undergraduate Research.
- I will conduct the research project under the supervision of the faculty mentor and as proposed in the application. Substantial deviations will be discussed with the OUR immediately.
- I will obtain and maintain certifications as needed for Human Subject Research, Animal Research, Laboratory, and other Environmental Health, HIPAA, etc.
- I will acknowledge support from the University of Utah Office of Undergraduate Research in the dissemination of the research.
- I will read and respond to correspondence from the OUR in a timely manner.
- I will be paid at a rate of $10.00 per hour for up to 120.00 hours, up to a maximum of $1,200.00. I understand that late or additional timecards will not be accepted after the last day of the semester, Wednesday, August 2, 2017. Funds not used by Wednesday, August 2, 2017 will be forfeited.
- This is part-time employment and I will not exceed 19.00 hours per week through UROP or 40.00 hours per week total across all University of Utah employment. Accrual of overtime may lead to the immediate termination of my employment with UROP and thus forfeiture of the remaining UROP award.
- I will follow all payroll rules set forth by the University of Utah and submit my timecard (and KRONOS, if applicable) on time. Failure to submit timecards on time may result in immediate termination of my employment with UROP and thus forfeiture of the remaining UROP award.
- I will notify the OUR if I obtain another job on campus while employed by the OUR.
- If I do not submit a timecard for three pay periods in a row, I will be immediately terminated from the program and thus forfeit the remaining UROP award.
- If at any point I am unable to adhere to the policies of this UROP Acceptance Contract, I will contact the Office of Undergraduate Research immediately.
- Failure to meet these expectations will result in a forfeiture of the UROP award and expulsion from the program. If expelled from the UROP program, I will become ineligible to receive other Office of Undergraduate Research funding and the URSD unless I contact the OUR office to regain my eligibility.