

The Office of Undergraduate Research

**CONGRATULATIONS AND
WELCOME TO UROP!**

ORIENTATION AGENDA

- 
- The OUR Team
 - OUR Mission Statement
 - Program Expectations & Contract
 - Other OUR Opportunities
 - Payroll & Hiring

MEET THE OUR TEAM



**Rachel
Hayes-Harb**

Director

**Cindy
Greaves**

*Program
Manager*

**Stephanie
Shiver**

*Research
Advisor*

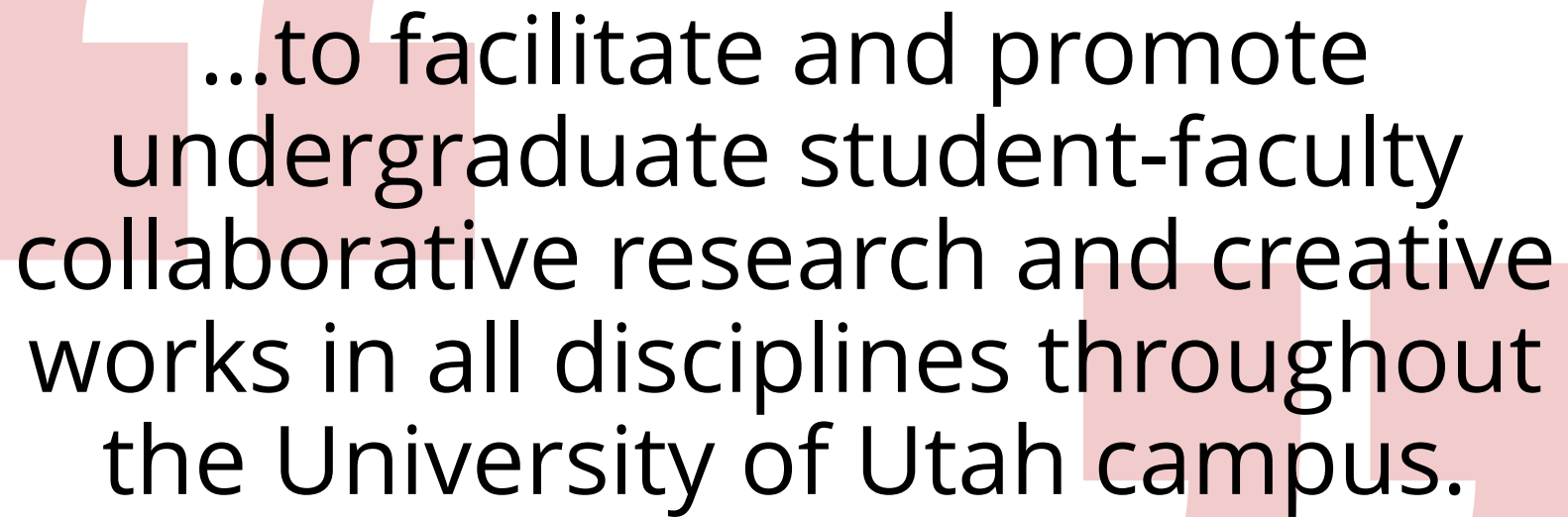
**Megan
Shannahan**

*Research
Advisor*

**Katie
Sexton**

*Administrative
Assistant*

OUR MISSION STATEMENT



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

PROGRAM EXPECTATIONS

- ❑ **Present** your research within three semesters of the initial UROP award at an approved conference.
- ❑ **Conduct** your research project under the supervision of the faculty mentor as proposed in the application.
- ❑ **Obtain and maintain** certifications as needed for Human Subject Research, Animal Research, Laboratory, and other Environmental Health, HIPAA, et cetera.
- ❑ **Acknowledge** support from the University of Utah Office of Undergraduate Research in the dissemination of the research.

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, you will become ineligible to receive other Office of Undergraduate Research funding and the URSD unless you contact the OUR office to regain your eligibility.

PRESENTATION REQUIREMENT

BROAD FIELD-GENERAL PRESENTATION

Undergraduate Research
Symposium

Utah Conference on
Undergraduate Research

National Conference on
Undergraduate Research

DEEP FIELD-SPECIFIC PRESENTATION

Approved national or
international professional
conference in the discipline

*Must be pre-approved by the
Office of Undergraduate Research*

Department, program, and/or college-internal conferences
do not meet this requirement.

UROP CONTRACT

- ✗ **Attend** mandatory UROP Orientation.
- **Attend** a minimum of **two** Undergraduate Research Education Series (URES) events by Wednesday, August 2.
Do not forget to sign in!
- **Complete** a UROP Final Report by Wednesday, August 2.
- **Read and respond** to correspondence from the OUR in a timely manner.

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, you will become ineligible to receive other Office of Undergraduate Research funding and the URSD unless you contact the OUR office to regain your eligibility.

FINAL REPORT

- Summarizes both the research and the UROP experience
- The link to the online form will be distributed to your uMail later in the semester

The UROP Final Report is due
Wednesday, August 2.



PROGRAMS & OPPORTUNITIES

Undergraduate Research Opportunities Program (UROP)

Travel & Small Grants

Undergraduate Research Symposium (URS)

Utah Conference on Undergraduate Research (UCUR)

National Conference on Undergraduate Research (NCUR)

Research on Capitol Hill

Undergraduate Research Journal

Undergraduate Research Scholar Designation (URSD)

Undergraduate Research Education Series (URES)

TRAVEL & SMALL GRANTS

TRAVEL
UP TO \$500

SMALL
UP TO \$200

- Available to all undergraduate students
- Must be working with a faculty mentor
- Grants are awarded at the beginning of each month

These grants may affect your eligibility for financial aid.

UNDERGRADUATE RESEARCH SYMPOSIUM

- Present your work to the University community
- Posters, talks, performances, and art installations

Wednesday,
April 11, 2018

LEARN MORE AT OUR.UTAH.EDU

UCUR 2018

Southern Utah
University

February 2018



NCUR 2018



University of
Central Oklahoma
April 4 – April 7, 2018

RESEARCH ON CAPITOL HILL

- Present your research to legislators and the public at the Utah State Capitol

Wednesday,
February 28, 2018

LEARN MORE AT OUR.UTAH.EDU





THE UNIVERSITY OF UTAH
**UNDERGRADUATE
RESEARCH ABSTRACTS**

SPRING 2011

VOLUME 11



THE UNIVERSITY OF UTAH
**UNDERGRADUATE
RESEARCH ABSTRACTS**

SPRING 2012

VOLUME 12



VOLUME 1, 2015

UNDERGRADUATE RESEARCH JOURNAL

RESEARCH & CREATIVE WORK
AT THE UNIVERSITY OF UTAH



LEARN MORE AT OUR.UTAH.EDU

UNDERGRADUATE RESEARCH JOURNAL

- We accept all online submissions to the URJ at any time
- Each year the URJ is published online in mid-summer

UNDERGRADUATE RESEARCH SCHOLAR DESIGNATION

- Requirements:
 - 2 semester of research with a faculty mentor
 - A presentation
 - A publication
- Apply the semester you graduate



LEARN MORE AT OUR.UTAH.EDU

UNDERGRADUATE RESEARCH EDUCATION SERIES

Institutional Review Board

Doing Library Research Workshop

Data Management

Writing Abstracts Workshop

Literature Reviews

Citation Management (Endnote/Mendeley) Workshop

Translating Your Research to a General Audience

Posters & How to Use Datathief for Images Workshop

Technology & Venture Commercialization

How to Market Yourself: Resumes & Personal Statements

...and more!

UNDERGRADUATE RESEARCH LEADERS



- Students with research and OUR program experience
- During Fall and Spring semesters:
 - Office hours
 - Present at all OUR events
 - Facilitate events with UROP students

PAYROLL & HIRING

An aerial photograph of a university campus, likely the University of Utah, featuring a large stadium with a red roof, various academic buildings, and a large parking lot. The campus is surrounded by green trees and is set against a backdrop of rolling hills and mountains under a bright blue sky with wispy clouds. The text "PAYROLL & HIRING" is overlaid in large, white, bold letters.

UROP CONTRACT

- You 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.
- 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 you are not to 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.

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, you will become ineligible to receive other Office of Undergraduate Research funding and the URSD unless you contact the OUR office to regain your eligibility.

UROP CONTRACT

- You must follow all payroll rules set forth by the University of Utah and submit your UROP 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.
- You will notify the OUR if you obtain another job on campus while employed by the OUR.
- If you do not submit a timecard for three pay periods in a row, you will be immediately terminated from the program and thus forfeit the remaining UROP award.

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, you will become ineligible to receive other Office of Undergraduate Research funding and the URSD unless you contact the OUR office to regain your eligibility.

UROP CONTRACT

- If at any point you are unable to adhere to the policies of this UROP Acceptance Contract, 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, you will become ineligible to receive other Office of Undergraduate Research funding and the URSD unless you contact the OUR office to regain your eligibility.

UROP TIMECARDS

- Pay periods run from the 1st through the 15th and the 16th through the end of the month
- All students must turn in a UROP timecard to be paid
- Timecards are **always due the last day of the pay period at 9:00am** *unless* the pay period ends during a weekend (in which case the due date will fall on the Friday before, still at 9:00am)
- You may request email notification reminders online
- The UROP Timecard is always available online
- When filling out hours for the last day of the pay period, estimate what you will work for that final day

UROP TIMECARDS

- You cannot record more than 8.00 hours in one day or 19.00 hours in one week
- Round your entered time to the nearest quarter-hour
- If you have no hours to record, submit a timecard with 0.00 hours
- Timecards submitted after the deadline will always be considered late and processed in the next pay period
- If you submit a timecard in error, you should resubmit a new timecard to override the previous submission
- No late timecards will be accepted after August 2



OFFICE OF UNDERGRADUATE RESEARCH

UROP TIMECARD

Employee Information

Full Name*

First Name

Last Name

uNID*

UMail*

Submission confirmations will be sent to this account.

Are you currently employed elsewhere on campus?*

☐ Yes ☐ No

Pay Period Information

Pay Period*

Submit Timecard

QUICK NAVIGATION

MAKE AN ADVISING APPOINTMENT
MAKE A HIRING APPOINTMENT
RESEARCH OPPORTUNITIES DATABASE

THE FINE PRINT

NONDISCRIMINATION & ACCESSIBILITY
DISCLAIMER
PRIVACY POLICY



THE OFFICE OF UNDERGRADUATE RESEARCH
132 SILL CENTER
SALT LAKE CITY, UT 84112
801.581.8070

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KRONOS

DO YOU HAVE ANY OTHER
JOB ON CAMPUS?

YES

DO NOT SUBMIT UROP
HOURS THROUGH KRONOS

NO

YOU MUST SUBMIT
KRONOS IN ADDITION TO
YOUR UROP TIMECARD



University Human Resource Management

KRONOS Online Reporting

In order to use KRONOS Online Reporting, you will need your u ID number and the password you set up in the Campus Information System (CIS).

HTML VERSION

For:

- Employees
- Managers

JAVA VERSION

For:

- Employees
- Payroll Reporters
- Managers
- Schedulers

[Help and Training Information](#)

Payroll Services
University Human Resource Management
420 Wakara Way, Suite 105
Salt Lake City, UT 84108
801-581-7873

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Nondiscrimination & Accessibility
Disclaimer
Privacy
Contact

IMAGINE  THE UNIVERSITY OF UTAH®

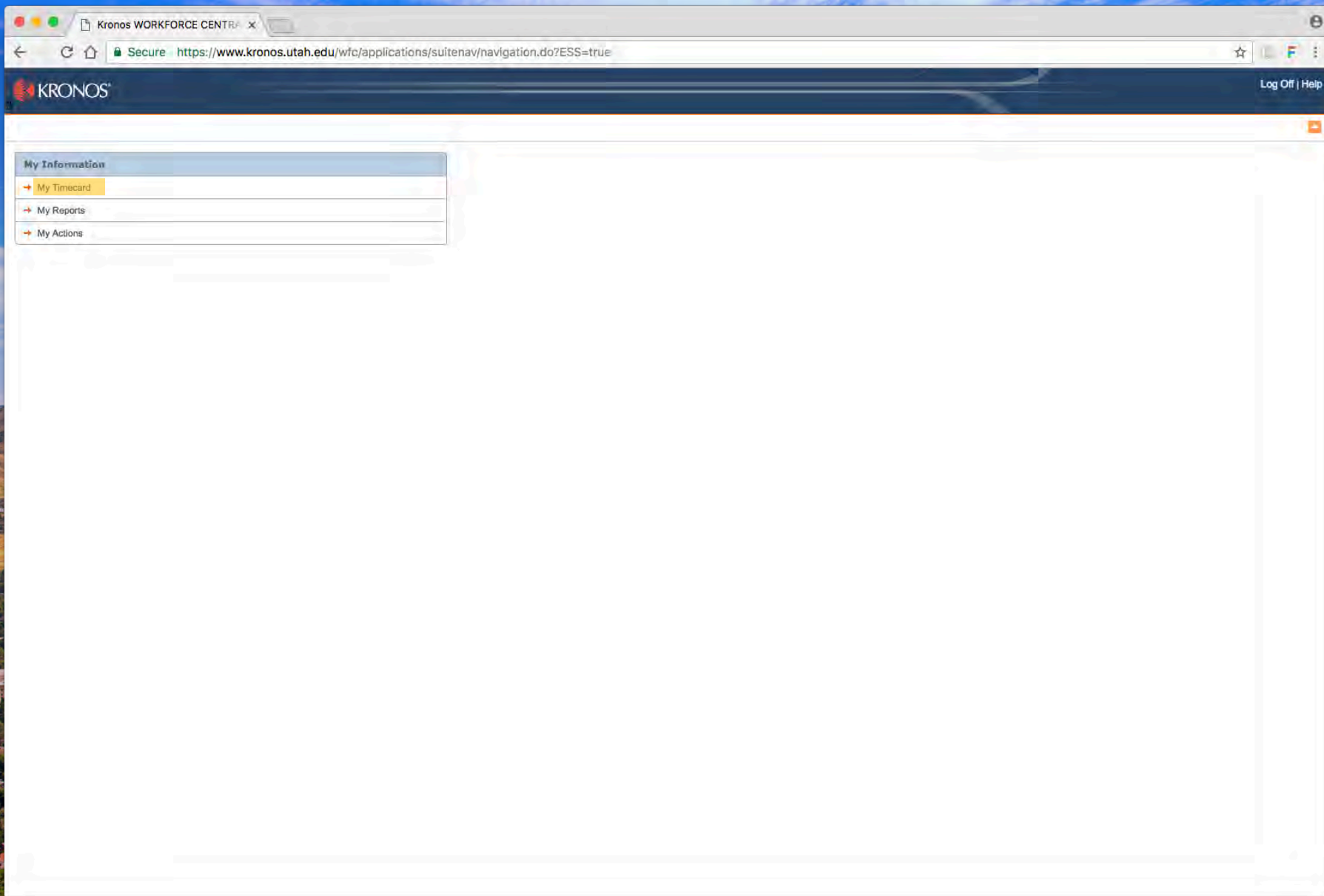
WORKFORCE CENTRAL® Version 6.2

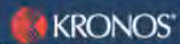
LOG ON

User Name

Password







TIMECARD

Person & Id YOUR NAME (00123456)

Time Period Current Pay Period 5/16/2017 - 5/31/2017

Save	Approve	Comments →	Primary Account	Totals Summary	Refresh			
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Tue 5/16	<input type="text"/>	<input type="text"/>	10am		1pm		
	Wed 5/17	<input type="text"/>	<input type="text"/>					
	Thu 5/18	<input type="text"/>	<input type="text"/>					
	Fri 5/19	<input type="text"/>	<input type="text"/>	9:30		11:30		
	Sat 5/20	<input type="text"/>	<input type="text"/>					
	Sun 5/21	<input type="text"/>	<input type="text"/>					
	Mon 5/22	<input type="text"/>	<input type="text"/>	4:15p		5:45p		
	Tue 5/23	<input type="text"/>	<input type="text"/>					
	Wed 5/24	<input type="text"/>	<input type="text"/>					
	Thu 5/25	<input type="text"/>	<input type="text"/>					
	Fri 5/26	<input type="text"/>	<input type="text"/>					
	Sat 5/27	<input type="text"/>	<input type="text"/>					
	Sun 5/28	<input type="text"/>	<input type="text"/>					
	Mon 5/29	<input type="text"/>	<input type="text"/>					
	Tue 5/30	<input type="text"/>	<input type="text"/>	11a		12p		
	Wed 5/31	<input type="text"/>	<input type="text"/>					
							Total:	

TIMECARD

Person & Id YOUR NAME (00123456)

Time Period Current Pay Period 5/16/2017 - 5/31/2017

Timecard successfully saved on: 5/10/17 2:28 PM

Save		Approve		Comments →		Primary Account		Totals Summary		Refresh	
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals				
							Shift	Daily			
	Tue 5/16	<input type="text"/>	<input type="text"/>	10:00AM		1:00PM	3:00	3:00			
	Wed 5/17	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
	Thu 5/18	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
	Fri 5/19	<input type="text"/>	<input type="text"/>	9:30AM		11:30AM	2:00	2:00			
	Sat 5/20	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
	Sun 5/21	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
	Mon 5/22	<input type="text"/>	<input type="text"/>	4:15PM		5:45PM	1:30	1:30			
	Tue 5/23	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
	Wed 5/24	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
	Thu 5/25	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
	Fri 5/26	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
	Sat 5/27	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
	Sun 5/28	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
	Mon 5/29	Memorial Day	0:00								
	Tue 5/30	<input type="text"/>	<input type="text"/>	11:00AM		12:00PM	1:00	1:00			
	Wed 5/31	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>					
							Total: 7:30				



< Home

TIMECARD

Person & Id YOUR NAME (00123456)

Time Period Current Pay Period 5/16/2017 - 5/31/2017

<div>Save Approve Comments Primary Account Totals Summary Refresh</div>									
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals		
							Shift	Daily	
	Tue 5/16			10:00AM		1:00PM	3:00	3:00	
	Wed 5/17								
	Thu 5/18								
	Fri 5/19			9:30AM		11:30AM	2:00	2:00	
	Sat 5/20								
	Sun 5/21								
	Mon 5/22			4:15PM		5:45PM	1:30	1:30	
	Tue 5/23								
	Wed 5/24								
	Thu 5/25								
	Fri 5/26								
	Sat 5/27								
	Sun 5/28								
	Mon 5/29	Memorial Day	0:00						
	Tue 5/30			11:00AM		12:00PM	1:00	1:00	
	Tue 5/30			1p		3:30p			
	Wed 5/31								
							Total:	7:30	

TIMECARD

Person & Id YOUR NAME (00123456)

Time Period Current Pay Period 5/16/2017 - 5/31/2017

Timecard successfully saved on: 5/10/17 2:28 PM

Save Approve Comments Primary Account Totals Summary Refresh

Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Tue 5/16			10:00AM		1:00PM	3:00	3:00
	Wed 5/17							
	Thu 5/18							
	Fri 5/19			9:30AM		11:30AM	2:00	2:00
	Sat 5/20							
	Sun 5/21							
	Mon 5/22			4:15PM		5:45PM	1:30	1:30
	Tue 5/23							
	Wed 5/24							
	Thu 5/25							
	Fri 5/26							
	Sat 5/27							
	Sun 5/28							
	Mon 5/29	Memorial Day	0:00					
	Tue 5/30			11:00AM		12:00PM		
	Tue 5/30			1:00PM		3:30PM	3:30	3:30
	Wed 5/31							
							Total: 10:00	

TIMECARD

Person & Id YOUR NAME (00123456)

Time Period Current Pay Period 5/16/2017 - 5/31/2017

Approvals:

Timecard Approval by Employee (u0123456): 5/10/17

<div>Remove Approval</div> <div>Primary Account</div> <div>Totals Summary</div> <div>Refresh</div>								
Add Row	Date	Pay Code	Amount	In	Transfer	Out	Totals	
							Shift	Daily
	Tue 5/16			10:00AM		1:00PM	3:00	3:00
	Wed 5/17							
	Thu 5/18							
	Fri 5/19			9:30AM		11:30AM	2:00	2:00
	Sat 5/20							
	Sun 5/21							
	Mon 5/22			4:15PM		5:45PM	1:30	1:30
	Tue 5/23							
	Wed 5/24							
	Thu 5/25							
	Fri 5/26							
	Sat 5/27							
	Sun 5/28							
	Mon 5/29	Memorial Day	0:00					
	Tue 5/30			11:00AM		12:00PM		
	Tue 5/30			1:00PM		3:30PM	3:30	3:30
	Wed 5/31							
							Total: 10:00	

HIRING

ARE YOU AN ACTIVE
UNIVERSITY OF UTAH
EMPLOYEE?

YES

YOU'RE ALREADY HIRED!

NO

MAKE A HIRING
APPOINTMENT
WITH KATIE SEXTON

LIST OF ACCEPTABLE DOCUMENTS

- All documents must be unexpired
- Employees may present one selection from List A or a combination of one selection from List B and one selection from List C

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> i. The same name as the passport; and ii. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified in the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state, or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> a. NOT VALID FOR EMPLOYMENT b. VALID FOR WORK ONLY WITH INS AUTHORIZATION c. VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of the State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employee authorization document issued by the Department of Homeland Security

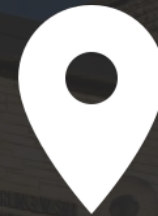
CONTACT US



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Sill 005

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