

UROP Orientation

FALL 2017

**Congratulations and
welcome to UROP!**

AGENDA

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

OUR TEAM

**Rachel
Hayes-Harb**

Director

**Cindy
Greaves**

Program
Manager

**Stephanie
Shiver**

Research
Advisor

**Megan
Shannahan**

Research
Advisor

**Katie
Sexton**

Administrative
Assistant

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 Assistantship at an approved conference.
- ❑ **Conduct** your research project under the supervision of the 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.

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 OUR

UROP CONTRACT

- ✗ **Attend** mandatory UROP Orientation.
- ☐ **Attend** AT LEAST TWO Undergraduate Research Education Series (URES) events by Thursday, December 7. ***Do not forget to sign-in!***
- ☐ **Complete** a UROP Final Report online by Thursday, December 7.
- ☐ **Read and respond** to correspondence from the OUR in a timely manner.

UROP CONTRACT

- ❑ If at any point you are unable to adhere to the policies of this UROP Acceptance Contract, contact the OUR **immediately.**
- ❑ Failure to meet the expectations in the UROP Contract will result in a forfeiture of the UROP Assistantship and expulsion from the program.
- ❑ If expelled from UROP, you will become ineligible to receive other OUR funding and the Undergraduate Research Scholar Designation (URSD) **unless you contact the OUR to regain my eligibility.**

FINAL REPORT

- Summarizes both the research and the UROP experience
- Link to Final Report form is always available online



FINAL REPORT DUE
Thursday, December 7

SMALL & TRAVEL GRANTS

- Available to all undergraduate students
- Must be working with an approved mentor
- Grants are awarded at the beginning of each month
- These grants may affect your eligibility for financial aid



SMALL GRANT
UP TO \$200

TRAVEL GRANT
UP TO \$500

UNDERGRADUATE RESEARCH SYMPOSIUM

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



URS 2018

Wednesday, April 11





UCUR 2018

- Present your work to the Utah community
- Will take place at Southern Utah University



UCUR 2018
February 9, 2018



NCUR 2018

- Present your work to the national community
- Will take place at the **University of Central Oklahoma**



NCUR 2018

April 4 – April 7, 2018

RESEARCH ON CAPITOL HILL

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



ROCH 2018

February 28, 2018

**THE
UNIVERSITY
OF UTAH**

VOLUME 3, 2017

UNDERGRADUATE RESEARCH JOURNAL

RESEARCH & CREATIVE WORK
AT THE UNIVERSITY OF UTAH



UNDER GRADUATE RESEARCH JOURNAL

- Submit your work online at any time
- Each year the URJ is published online in June



UNDERGRADUATE RESEARCH SCHOLAR DESIGNATION

- Requires
 - two semesters of research with a mentor
 - a presentation
 - a publication
- Apply the semester you graduate

Institutional Review Board (IRB)

Doing Library Research:
Strategies and Tools

Data Management

Asking for Letters of Recommendation

How to Write a Personal Statement

Writing an Abstract

Discipline-Specific Writing

Literature Reviews

Translating Your Research to a General
Audience

Characteristics of Posters

Hands-On Tools for Creating Posters

Public Speaking

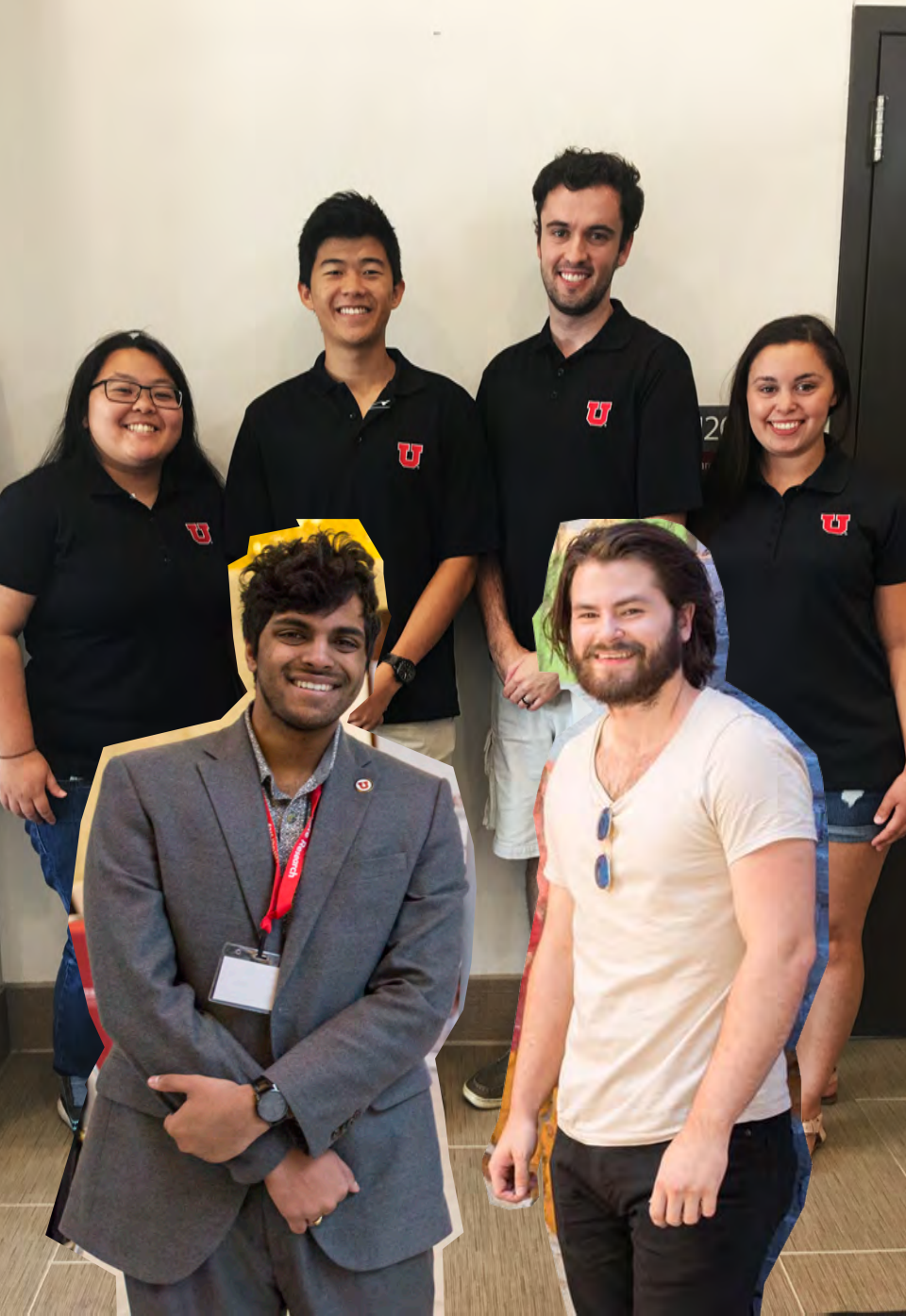
How to Translate Your Research into a
Resume

Leveraging Your Research Experience
in Industry

UNDER GRADUATE RESEARCH EDUCATION SERIES

- Seminars and workshops on topics of interest to undergraduate student researchers
- Open to everyone
- **Don't forget to sign in!**

UNDERGRADUATE RESEARCH LEADERS



- Students with research and OUR program experience
- During the Fall and Spring semesters, Leaders:
 - hold office hours
 - present at OUR events
 - facilitate events with UROP students



PAYROLL & HIRING

UROP CONTRACT

- The OUR Assistantship is part-time employment. You will be paid at a rate of \$10.00 per hour for up to 120.00 hours, up to \$1,200.00. Your UROP earnings are subject to federal and state income tax.
- Late or additional timecards will not be accepted after Reading Day (Friday, December 8). Hours not reported and funds not claimed by that date will be forfeited.
- UROP employees are not to exceed 19.00 hours per week through UROP OR 8.00 hours in a day or 40.00 hours per week across all University of Utah (campus and hospital) employment. Accrual of overtime will lead to the immediate termination of your employment with UROP.

UROP CONTRACT

- UROP employees must follow all payroll rules set forth by the University of Utah and submit their UROP Timecard AND KRONOS Timecard on time.
- If UROP employees do not submit either a UROP Timecard or KRONOS Timecard for three pay periods in a row, they will be immediately terminated from the program and thus forfeit the remaining UROP Assistantship.

UROP CONTRACT

- All University of Utah employees are required to sign an Employee Intellectual Property Assignment Agreement (EIPAA). You must sign the EIPAA before you can be hired.
- 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. You must enroll in 2FA immediately after being hired in order to access CAS-authenticated services.
- UROP employees must contact katie.sexton@utah.edu if they obtain another job at the University of Utah (campus or hospital) while employed by the OUR.

UROP CONTRACT

- ❑ If at any point you are unable to adhere to the policies of this UROP Acceptance Contract, contact the OUR **immediately.**
- ❑ Failure to meet the expectations in the UROP Contract will result in a forfeiture of the UROP Assistantship and expulsion from the program.
- ❑ If expelled from UROP, you will become ineligible to receive other OUR funding and the Undergraduate Research Scholar Designation (URSD) **unless you contact the OUR to regain my eligibility.**

UROP TIMECARD

- ❑ All UROP employees must complete a UROP Timecard to be paid.
- ❑ Entered time must be rounded to the nearest quarter-hour.
- ❑ Reported hours cannot exceed 8.00 hours per day or 19.00 hours per week. If employees have other University (campus or hospital) jobs, it is their responsibility to ensure that they do not exceed 8.00 total hours across all University employment per day or 40.00 total hours across all University employment per week.
- ❑ If you submit a timecard in error, you should resubmit a new timecard to override the previous submission.

UROP TIMECARD

- Pay periods run from the 1st through the 15th and the 16th through the end of the month.
- **Timecards are always due the last day of the pay period at 12:00pm** *unless* the pay period ends during a weekend or holiday (in which case the due date will fall on the Friday before, still at 12:00pm).
- When filling out hours for the last day of the pay period, estimate what you will work for that final day.
- Timecards submitted after the deadline will always be considered late and processed in the next pay period.
- The UROP Timecard is always available online.
- No late timecards will be accepted after December 8.



OFFICE OF UNDERGRADUATE RESEARCH

INFORMATION FOR CURRENT STUDENTS

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 TIMECARD

All students must submit a UROP Timecard to be paid.

- Timecards are **always due the last day of the pay period**.



URES

All students must attend a **minimum of two** URES sessions or workshops.

Tutorials

[UROP Timecard Instructions](#)[KRONOS Instructions](#)[Setting Up Direct Deposit](#)[Forwarding Your UMail](#)

Resources

[Orientation Presentation](#)[KRONOS Login](#)[OUR Logo](#)[Photo Submission](#)

OFFICE OF UNDERGRADUATE RESEARCH

UROP Timecard

- All eligible students must complete [KRONOS](#) in addition to the UROP Timecard to be paid.
- Entered time must be rounded to the nearest quarter-hour.
- Reported hours cannot exceed 8.00 hours per day or 19.00 hours per week. If students have other University (campus or hospital) jobs, it is their responsibility to ensure that they do not exceed 8.00 total hours across all University employment per day or 40.00 total hours across all University employment per week.
- If you submit a timecard in error, you should resubmit a new timecard to override the previous submission.

I have read and I understand the instructions above.*

☐ I agree

Next

KRONOS TIMECARD

- ☐ All eligible students must complete KRONOS in addition to the UROP Timecard to be paid.
- ☐ Enter data into KRONOS every time you work.
- ☐ Entered time will automatically be rounded to the nearest quarter-hour.
- ☐ **Data entered into the UROP Timecard must exactly match the data entered into the KRONOS Timecard.**



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).

KRONOS

For:

- All Users
- Payrolls After July 15th

LEGACY HTML

For:

- Payroll July 15th and Prior

LEGACY JAVA

For:

- Payroll July 15th and Prior



Login

uNID: *(e.g. u8675309)*

[Forgot your uNID?](#)

Password:

[Forgot your password?](#)

Caution: Before entering your uNID or password, verify that the address in the URL bar of your browser is directing you to a University of Utah web site.

Important security information: This login uses cookies to provide access to the site you requested and to other protected University of Utah websites. For your security, log out of the services you are using and exit your browser when you have finished your session. Some browsers, including Google Chrome, retain cookie information by default even after you close your browser. Review your browser's support documentation to set your browser to clear cookies automatically upon exit. [Instructions for Google Chrome.](#)



YOUR NAME
Sign Out



Workspaces

Manage My Department

My Information

My Timecard

Loaded: 8:46 AM Current Pay Period

✓
Approve
Timecard

Print
Timecard

Refresh

Calculate
Totals



		Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	✖	Wed 8/16									
+	✖	Thu 8/17									
+	✖	Fri 8/18									
+	✖	Sat 8/19									
+	✖	Sun 8/20									
+	✖	Mon 8/21		9		11:30					
+	✖	Tue 8/22		2p		4:30p					
+	✖	Wed 8/23		9AM		11:30AM					
+	✖	Thu 8/24		2:00pm		4:30pm					
+	✖	Fri 8/25									
+	✖	Sat 8/26									
+	✖	Sun 8/27									
+	✖	Mon 8/28		9:00AM		11:30AM					
+	✖	Tue 8/29		2pm		4:30pm					
+	✖	Wed 8/30		9a		11:30a					
+	✖	Thu 8/31		2p		3p					

- My Timecard
- My Audits
- My Inbox
- My Reports
- My Calendar



YOUR NAME
Sign Out



Workspaces

Manage My Department

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Print
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Calculate
Totals

Save

		Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+	✕	Wed 8/16									
+	✕	Thu 8/17									
+	✕	Fri 8/18									
+	✕	Sat 8/19									
+	✕	Sun 8/20									
+	✕	Mon 8/21		9:00AM		11:30AM			2:30	2:30	2:30
+	✕	Tue 8/22		2:00PM		4:30PM			2:30	2:30	5:00
+	✕	Wed 8/23		9:00AM		11:30AM			2:30	2:30	7:30
+	✕	Thu 8/24		2:00PM		4:30PM			2:30	2:30	10:00
+	✕	Fri 8/25									10:00
+	✕	Sat 8/26									10:00
+	✕	Sun 8/27									10:00
+	✕	Mon 8/28		9:00AM		11:30AM			2:30	2:30	12:30
+	✕	Tue 8/29		2:00PM		4:30PM			2:30	2:30	15:00
+	✕	Wed 8/30		9:00AM		11:30AM			2:30	2:30	17:30
+	✕	Thu 8/31		2:00PM		3:00PM			1:00	1:00	18:30

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YOUR NAME
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Current Pay Period



Approve
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Print
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Refresh



Calculator
Today



Save

		Date	Schedule	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
+		Wed 8/16									
+		Thu 8/17									
+		Fri 8/18									
+		Sat 8/19									
+		Sun 8/20									
+	x	Mon 8/21		9:00AM		11:30AM			2:30	2:30	2:30
+	x	Tue 8/22		2:00PM		4:30PM			2:30	2:30	5:00
+	x	Wed 8/23		9:00AM		11:30AM			2:30	2:30	7:30
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My Audits

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Print
Timecard



Refresh



Calculate
Totals



Save

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My Audits

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My Reports

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Current Pay Period



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My Audits

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Workspaces

Manage My Department

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My Timecard

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Current Pay Period



Approve
Timecard

Approve Timecard

Remove Timecard Approval



Print
Timecard



Refresh



Calculate
Totals



Download

	Module	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
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	Thu 8/17								
	Fri 8/18								
	Sat 8/19								
	Sun 8/20								
	Mon 8/21	9:00AM		11:30AM			2:30	2:30	2:30
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	Thu 8/24	2:00PM		4:30PM			2:30	2:30	10:00
	Fri 8/25								10:00
	Sat 8/26								10:00
	Sun 8/27								10:00
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	Wed 8/30	9:00AM		11:30AM			2:30	2:30	17:30
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My Audits

My Inbox

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My Calendar



YOUR NAME
Sign Out



Workspaces

Manage My Department

My Information

My Timecard

Information Timecard Approved by u0123456 8/24/17 8:46 AM

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Approve Timecard



Print Timecard



Refresh



Calculate Totals



Save

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HIRING

Are you an
active
University
(campus or
hospital)
employee?

YES

You're
already
hired!

NO

Make a
hiring
appointment.

CONTACT



our@utah.edu



(801) 581-8070



Sill 005



our.utah.edu