UROP Acceptance Contract (Spring 2018)

- I will attend mandatory **UROP Orientation**. I understand that UROP funding will not be distributed before I attend orientation OR before the first date of the Spring 2018 semester (Monday, January 8), whichever comes later.

- I can commit to and will attend AT LEAST TWO Spring 2018 **Undergraduate Research Education Series** (URES) seminars or workshops. If I cannot commit to and attend AT LEAST TWO Spring 2018 URES events, I will contact Stephanie Shiver no later than the Add/Drop date (Friday, January 19) to make alternate arrangements.

- I will complete a **UROP Final Report** by the last day of the Spring 2018 semester (Tuesday, April 24).

- I will present my research within three semesters of the initial UROP award semester at an OUR-approved conference. I understand that the conference where I present must be pre-approved by the OUR.

- I will conduct the research project under the supervision of the mentor 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.

- UROP employment is part-time University of Utah employment. I will be paid at a rate of $10.00 per hour for up to 120.00 hours, up to $1,200.00. My UROP funding is subject to federal and state income tax.

- I must be hired before I can be paid. I will make arrangements to be hired before Friday, January 12. Failure to make hiring arrangements prior to that date will result in forfeiture of the UROP funding.

- All University of Utah employees are required to sign an **Employee Intellectual Property Assignment Agreement** (EIPAA). I understand I must sign the EIPAA before I 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. I understand that I must enroll in 2FA immediately after being hired in order to access CAS-authenticated services.

- I understand that late or additional timecards will not be accepted after Reading Day (Wednesday, April 25). Hours not reported and funds not claimed by that date will be forfeited.

- Because UROP employment is part-time employment, I will not 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 my employment with UROP and thus forfeiture of the remaining UROP funding.

- I will follow all payroll rules set forth by the University of Utah and submit my UROP Timecard AND (if eligible) KRONOS Timecard on time every pay period.

- The submission of MORE THAN ONE Late UROP Timecard will result in immediate termination from the program and thus forfeiture of the remaining UROP funding.

- If I do not submit a UROP Timecard for TWO pay periods during the semester, I will be immediately terminated from the program and thus forfeit the remaining UROP funding.

- I will notify Katie Sexton if I obtain another job at the University of Utah (campus or hospital) while employed by the OUR.

- If at any point I am unable to adhere to the policies of this UROP Acceptance Contract, I will contact the OUR immediately.

- Failure to meet these expectations will result in a forfeiture of the UROP funding and expulsion from the program.

- If expelled from UROP, I will become ineligible to receive other OUR funding and the **Undergraduate Research Scholar Designation** (URSD) unless I regain my eligibility. Contact the OUR for more information.