

# **UROP Orientation**

## SPRING 2018

**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 Tuesday, April 24.  
*Do not forget to sign-in!*
- ☐ **Complete** a UROP Final Report online by Tuesday, April 24.
- ☐ **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 regain your eligibility**. Contact the OUR for more information.

# FINAL REPORT

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



FINAL REPORT DUE  
**Tuesday, April 24**

# SMALL & TRAVEL GRANTS

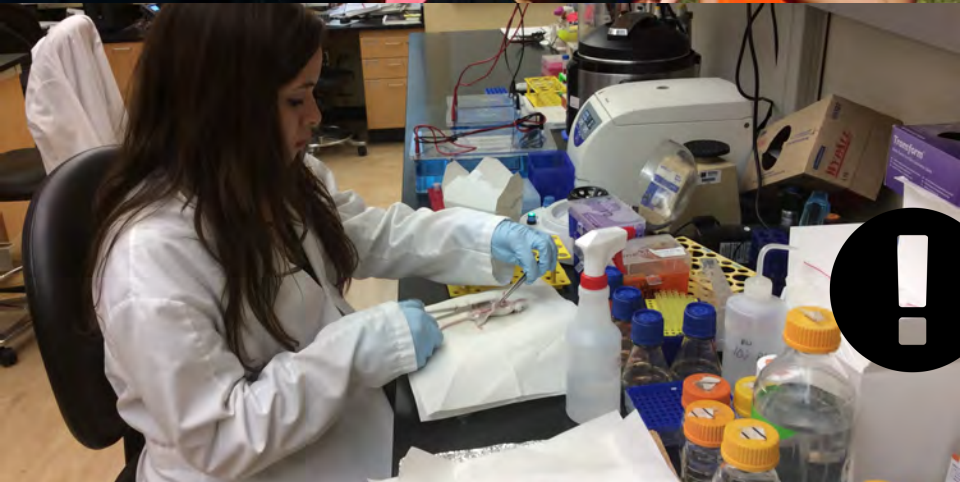
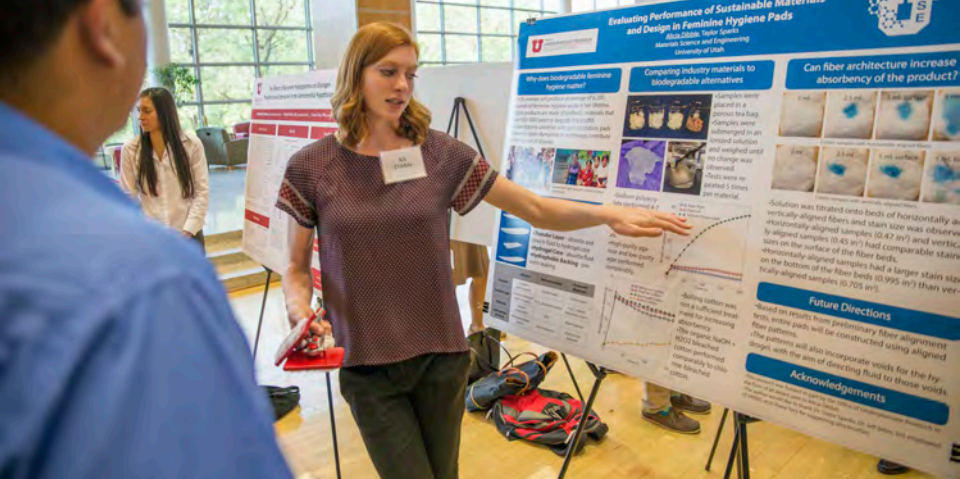
- Available to all undergraduate students
- Must be working with an approved mentor
- Grants are awarded at the beginning of each month
- These grants may affect your eligibility for financial aid



**SMALL GRANT**  
UP TO \$200

**TRAVEL GRANT**  
UP TO \$500





# SUMMER PROGRAM FOR UNDERGRADUATE RESEARCH (SPUR)

- 10-week research experience
- \$4000 stipend

APPLICATION DUE  
**Sunday, January 28**



# 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

**Friday, February 9**





# 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

**Wednesday, February 28**



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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

Creating Effective Research Posters

Public Speaking: How to Present

Institutional Review Board (IRB)

Doing Library Research:  
Strategies & Tools

Data Management

Writing an Abstract

Translating Your Research  
to a General Audience

Discipline-Specific Writing:  
Medicine & SBS

How to Read a Research Article

How to Translate Your Research  
Into a Resume

Leveraging Your Research Experience  
in Industry

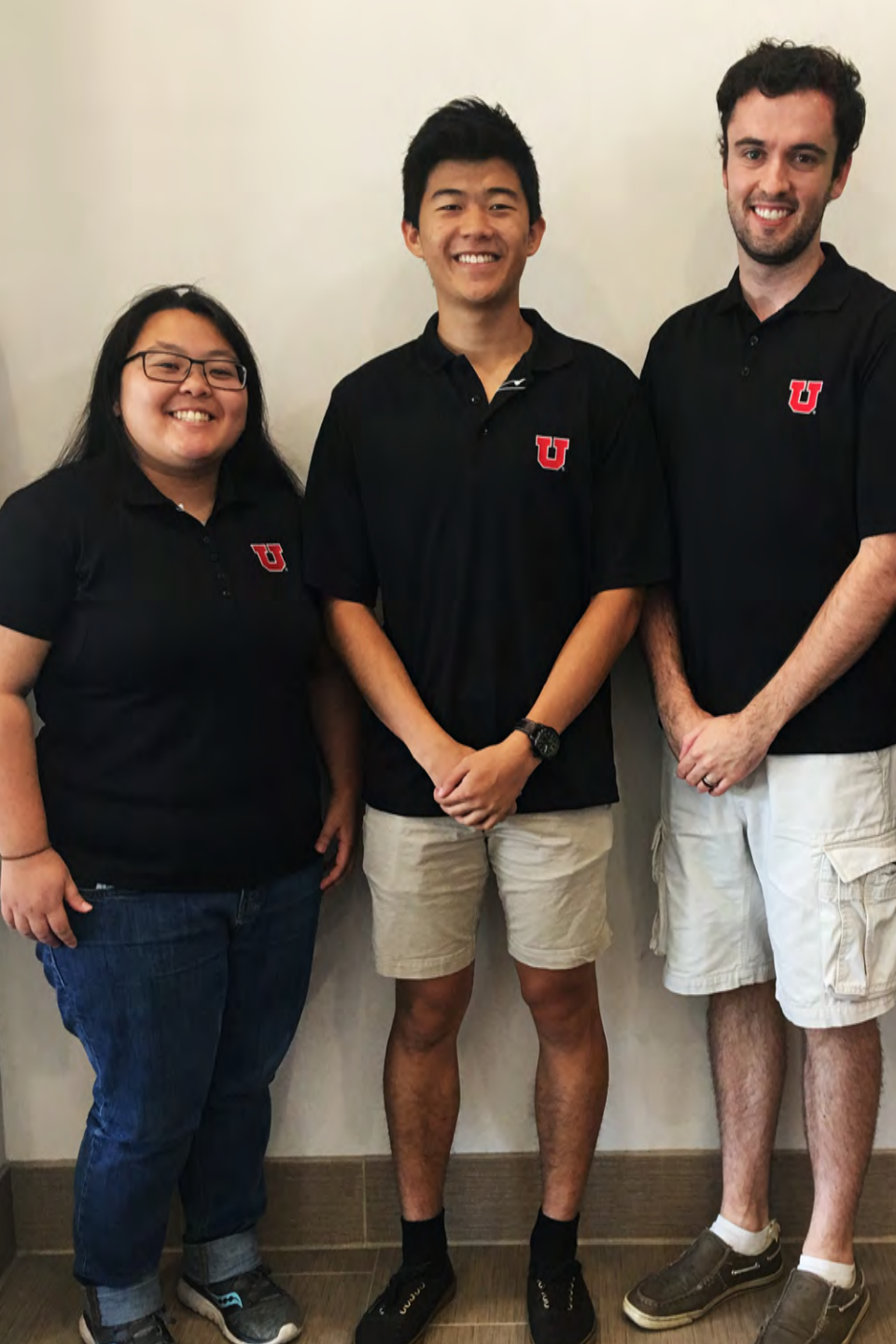
People of Color in Research:  
Panel Discussion

Reflection as Part  
of the Research Process

# 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

- UROP employment is part-time University of Utah 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 funding is subject to federal and state income tax.
- Because UROP employment is part-time employment, you cannot 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 and thus forfeiture of the remaining UROP funding.

# UROP CONTRACT

- ❑ UROP employees must follow all payroll rules set forth by the University of Utah and submit UROP Timecards AND (if eligible) KRONOS Timecards 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 you do not submit a UROP Timecard for TWO pay periods during the semester, you will be immediately terminated from the program and thus forfeit the remaining UROP funding.

# 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](mailto: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 regain your eligibility**. Contact the OUR for more information.

# UROP TIMECARD

- ❑ All UROP employees must complete a UROP Timecard EACH PAY PERIOD.
- ❑ 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 you have other University (campus or hospital) jobs, it is your responsibility to ensure that you 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 1<sup>st</sup> through the 15<sup>th</sup> and the 16<sup>th</sup> through the end of the month.
- **Timecards are always due the last day of the pay period at NOON** *unless* the pay period ends during a weekend or holiday (in which case the due date will fall on the Friday before, still at noon).
- 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 timecards will be accepted after Wednesday, April 25.

Information for Current Student x

Secure | https://our.utah.edu/urop/current-students/

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ABOUT US

FOR STUDENTS

FOR MENTORS

CALENDAR

EVENTS

FAQS

Google SEARCH CAMPUS

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 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). All UROP Timecard deadlines can be found on [our calendar](#).



### URES

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

[Do not forget to sign in!](#)

URES SCHEDULE »

Tutorials

UROP Timecard Instructions

KRONOS Instructions

Setting Up Direct Deposit

Forwarding Your UMail

Resources

Orientation Presentation

KRONOS Login


OUR Logo

Photo Submission

Information for Current Student x

Secure | https://our.utah.edu/urop/current-students/

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 OFFICE OF UNDERGRADUATE RESEARCH


ABOUT USFOR STUDENTSFOR MENTORSCALENDAREVENTSFAQS

week.

- Timecards submitted after the deadline will always be considered late and may be processed and paid in the next pay period.
- Submission of two late or missing UROP Timecards will result in immediate termination.
- If you submit a timecard in error, you should resubmit a new timecard to override the previous submission.

NEXT DEADLINE: **Friday, January 12 at noon**

[SUBMIT A TIMECARD »](#)



## ACKNOWLEDGMENT


Acknowledge support from the University of Utah Office of Undergraduate Research in the dissemination of the research.

## FINAL REPORT

All students must complete a Final Report by the end of the semester.

The final report asks students to reflect on both their research and the UROP experience.

[SUBMIT FINAL REPORT »](#)



## CONTACT US


If at any point you are unable to adhere to the policies of the UROP Acceptance Contract, have questions about your award or our other programs, or have exciting presentation or publication opportunities to share, please contact the Office of Undergraduate Research immediately.

[GET IN TOUCH »](#)



Information for Current Student x UROP Timecard 01/08 - 01/15 x

Secure | https://ugs.formstack.com/forms/urop\_timecard\_0115

 **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 and entered as a fraction.
- 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.
- ☐ All data entered into KRONOS MUST be corroborated by a UROP Timecard.
- ☐ 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.**

Information for Current Student x

UROP Timecard 01/08 - 01/15 x

KRONOS Login x

Secure | <https://www.kronos.utah.edu>



# KRONOS Online Reporting

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

[SIGN IN TO KRONOS](#)

[HELP & TRAINING](#)

University Information Technology

[Campus Help Desk](#)  
801-581-4000

[Hospital Help Desk](#)  
801-587-6000


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## Login

uNID: (e.g. u8675309)

[Forgot your uNID?](#)

Password:

[Forgot your password?](#)

LOGIN

**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.](#)

University Information Technology

Campus Help Desk

801-581-4000

Hospital Help Desk

801-587-6000

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Workspaces

Manage My Department

My Information

My Timecard

Loaded: 11:23 AM Current Pay Period

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Approve  
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Print  
Timecard

Refresh

Calculate  
Totals



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+	✕	Tue 8/22		2p		4:30p					
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+	✕	Mon 8/28		9:00AM		11:30AM					
+	✕	Tue 8/29		2pm		4:30pm					
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- My Favorites
- My Audits
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YOUR NAME  
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+	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
+	x	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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+	x	Tue 8/29		2:00PM		4:30PM			2:30	2:30	15:00
+	x	Wed 8/30		9:00AM		11:30AM			2:30	2:30	17:30
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Approve  
Timecard

Approve Timecard

Remove Timecard Approval



Print  
Timecard



Refresh



Calculate  
Totals



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Workspaces

Manage My Department

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My Timecard

Information Timecard Approved by u0123456 1/22/18 11:23 AM

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Print  
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Refresh



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# HIRING

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



YES

You'll be  
hired effective  
Monday, January 8!



NO

Make a  
hiring  
appointment.

# CONTACT



[our@utah.edu](mailto:our@utah.edu)



(801) 581-8070



Sill 005



[our.utah.edu](http://our.utah.edu)