

## SUMMER 2018 UROP ACCEPTANCE CONTRACT

### PROGRAM EXPECTATIONS

- 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 Summer 2018 semester (Monday, May 14), whichever comes later.
- I will attend AT LEAST TWO Summer 2018 Undergraduate Research Education Series (URES) events. If for any reason I cannot attend AT LEAST TWO Summer 2018 URES events, I will contact Stephanie Shiver at [stephanie.shiver@utah.edu](mailto:stephanie.shiver@utah.edu) no later than the Add/Drop date (Wednesday, May 23) to make alternate arrangements.
- I will complete a UROP Final Report by the last day of the Summer 2018 semester (Wednesday, August 1).
- I will present my research within three semesters of the initial UROP award semester. I understand that the conference where I present must be pre-approved by the OUR.
- I will read and respond to correspondence from the OUR in a timely manner. I understand that communication from the OUR will be sent to my UMail address.

### RESEARCH EXPECTATIONS

- I will conduct the research 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 understand that the University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If I will need accommodations during this program, I will give reasonable prior notice to the Center for Disability & Access (162 Olpin Union Building, 801-581-5020). The CDA will work with me and my mentor to make arrangements for accommodations.

### HIRING & PAYROLL EXPECTATIONS

- 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 understand that I must be hired before I can be paid. I will make arrangements to be hired before Friday, May 18. Failure to make hiring arrangements prior to that date will result in forfeiture of the UROP funding.
- I understand that 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.
- I understand that 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 will submit my UROP Timecard on time every pay period (even if I have no hours to report). As required by University policy, I will record the total number of hours actually worked each day, including start and stop times.
- 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.
- The submission of MORE THAN ONE Late UROP Timecard will result in immediate removal from payroll 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 removed from payroll and thus forfeit the remaining UROP funding.
- I understand that UROP Timecards will not be accepted after Wednesday, August 3. Hours not reported and funds not claimed by that date will be forfeited.
- I will immediately notify Katie Sexton at [katie.sexton@utah.edu](mailto:katie.sexton@utah.edu) if I obtain another job at the University of Utah (campus or hospital) while employed by the OUR.

### OTHER EXPECTATIONS

- 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 may lead to ineligibility to receive other OUR funding and the Undergraduate Research Scholar Designation (URSD).
- If I become ineligible for other OUR funding or the URSD, I understand that I may regain my eligibility and I will contact the OUR for more information.