

UROP ORIENTATION

SUMMER 2018

Congratulations and
welcome to UROP!

AGENDA

- OUR Team
- OUR Mission Statement
- UROP Expectations
- UROP Employee Contract
 - Payroll & Hiring Policies
 - Program Policies
- Other OUR Programs & Funding

A group of five women are standing in a row against a light-colored stone wall. From left to right: Rachel Hayes-Harb has blonde hair and is wearing a dark blazer with a yellow scarf; Stephanie Shiver has dark hair and is wearing a dark blazer over a white shirt; Cindy Greaves has blonde hair and is wearing a dark blazer over a floral patterned top; Katie Sexton has dark hair and is wearing a dark blazer over a black top; Megan Shannahan has dark hair and is wearing a light grey blazer over a white top. All five women are smiling at the camera.

OUR TEAM

**Rachel
Hayes-Harb**

Director

**Stephanie
Shiver**

Research
Advisor

**Cindy
Greaves**

Program
Manager

**Katie
Sexton**

Administrative
Assistant

**Megan
Shannahan**

Research
Advisor

OUR MISSION STATEMENT

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

UROP EXPECTATIONS

- **Read and respond** to correspondence from the OUR in a timely manner.
- **Conduct the research** project under the supervision of the faculty mentor and as proposed in the application. Substantial deviations from the original project must be discussed with the OUR immediately.

UROP EXPECTATIONS

- **Obtain and maintain certifications** as needed for human subject research, animal research, laboratory and other environmental health, HIPAA, etc.
- **Acknowledge support** from the University of Utah Office of Undergraduate Research in the dissemination of the research.

UROP EMPLOYEE CONTRACT

- Hiring & Payroll Policies
- Program Policies

HIRING & PAYROLL POLICIES

- You 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 UROP funding (Wednesday, May 16), whichever comes later.

HIRING & PAYROLL POLICIES

- 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.
- UROP funding is subject to federal and state income tax.

HIRING & PAYROLL POLICIES

- UROP Timecards must be submitted on time every pay period even if you have no hours to report.
- As required by University policy, you must record the total number of hours actually worked each day, including start and stop times.

UROP Timecards
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even if you have
no hours to report.

UROP TIMECARD

- Pay periods run from the 1st through the 15th and the 16th through the end of the month.
- UROP Timecards are always due the last business day of the pay period by NOON.
- If the pay period ends during a weekend or holiday, the UROP Timecard will be due on the Friday before, still by noon.

UROP Timecards are
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last business day
of the pay period
by NOON.

UROP TIMECARD

- When filling out hours for the last day of the pay period, estimate what you will work for that final day.
- Entered time must be rounded to the nearest quarter-hour.
- If you submit a timecard in error, you should resubmit a new timecard to override the previous submission.

HIRING & PAYROLL POLICIES

- 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 your immediate removal from payroll and thus forfeiture of the remaining UROP funding.

HIRING & PAYROLL POLICIES

- I understand that UROP Timecards will not be accepted after Friday, August 3.
- Hours not reported and funds not claimed by that date will be forfeited.

HIRING & PAYROLL POLICIES

- UROP Timecards must be submitted on time every pay period even if you have no hours to report.
- As required by University policy, you must record the total number of hours actually worked each day, including start and stop times.

HIRING & PAYROLL POLICIES

- The submission of MORE THAN ONE Late UROP Timecard *OR* missing UROP Timecard will result in immediate removal from payroll and thus forfeiture of the remaining UROP funding.

HIRING & PAYROLL POLICIES

- All University of Utah employees are required to sign an Employee Intellectual Property Assignment Agreement (EIPAA).

HIRING & PAYROLL POLICIES

- You must be hired before you can be paid.
- You must make arrangements to be hired before Friday, May 18.

HIRING & PAYROLL POLICIES

- 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.
- All University employees must enroll in 2FA immediately after being hired in order to access CAS-authenticated services.

HIRING & PAYROLL POLICIES

- If you obtain another job at the University of Utah (campus or hospital) while employed by the OUR, contact Katie Sexton immediately.

HIRING & PAYROLL POLICIES

- If at any point you are unable to adhere to the Hiring & Payroll Policies of the UROP Employee Contract, contact the OUR immediately.

Failure to meet the Hiring & Payroll Policies will result in a forfeiture of the Summer 2018 UROP funding.

PROGRAM POLICIES

- Attend AT LEAST TWO Summer 2018 Undergraduate Research Education Series (URES) events.
- If for any reason you cannot attend AT LEAST TWO Summer 2018 URES events, contact Stephanie Shiver no later than the Add/Drop date (Wednesday, May 23) to make alternate arrangements.

Doing Library Research

Technology & Venture
Commercialization

Institutional Review Board (IRB)

Responsible Conduct of Research

Research Reproducibility

Writing an Abstract

Citation Management
Workshop

Literature Reviews

Images in Scientific Writing

Creating Effective Research Posters

Translating Your Research
to a General Audience

UNDER GRADUATE RESEARCH EDUCATION SERIES

- Seminars and workshops on topics of interest to undergraduate student researchers
- Open to everyone
- Located in the Marriott Library, Room 1150
- **Don't forget to sign in!**

PROGRAM POLICIES

- Complete a UROP Final Report by the last day of the Summer 2018 semester (Wednesday, August 1).

UROP Final Report

Student Information

Student Name *

First Name

Last Name

Preferred Name

If different than above:

uNID *

u0123456

Student uMail *

@utah.edu

FINAL REPORT

- Reflects on both the research experience and participation in UROP
- Link to Final Report is always available online

PROGRAM POLICIES

- Present your research at the Undergraduate Research Symposium (URS).



UNDERGRADUATE RESEARCH SYMPOSIUM

- Present your work to the University community
- Posters, talks, performances, and art installations
- Takes place each Spring in the Union Building

Failure to meet the
Program Policies may lead
to ineligibility to receive
other OUR funding and the
Undergraduate Research
Scholar Designation
(URSD).

PROGRAM POLICIES

- If you become ineligible for other OUR funding or the URSD, you may regain your eligibility.
- Contact the OUR for more information.

OTHER OUR PROGRAMS & FUNDING



SMALL & TRAVEL GRANTS

- SMALL: up to \$200
TRAVEL: up to \$500
- Available to all undergraduate students
- Must be working with an approved mentor
- Grants are awarded at the beginning of each month



SUMMER PROGRAM FOR UNDERGRADUATE RESEARCH (SPUR)

- 10-week research experience
- \$4000 stipend
- Housing, socials, development, and more!



OTHER PRESENTATION OPPORTUNITIES

- Utah Conference on Undergraduate Research (UCUR)
- National Conference on Undergraduate Research (NCUR)
- Research on Capitol Hill (ROCH)
- Presentations in Spring, call for papers in Fall

UNDERGRADUATE RESEARCH JOURNAL

RESEARCH & CREATIVE WORK
AT THE UNIVERSITY OF UTAH



UNDER GRADUATE RESEARCH JOURNAL

- Submit your work online at any time
- Submit abstracts, narratives, videos, etc.
- Each year the URJ is published online in June



UNDER GRADUATE RESEARCH SCHOLAR DESIGNATION

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

James Zhao

Jae Miner

Fadi Haroun

UNDER GRADUATE RESEARCH LEADERS

- Students with research and OUR program experience
- Leaders hold office hours, present at OUR events, and facilitate events with UROP students

CONTACT US



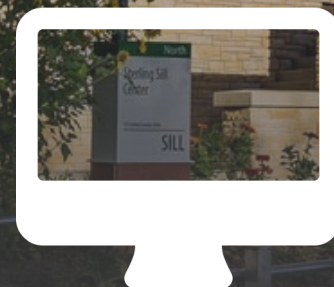
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