UROP CHECKLIST

☐ Complete the **hiring process**.

    ☐ *If you do not currently have an active University (campus or hospital) position*, schedule a **hiring appointment** at utah.craniumcafe.com/group/our-hiring.

    ☐ Sign the **Employee Intellectual Property Assignment Agreement** (EIPAA) at hrit.utah.edu/ogc/ip/#/form/uurf-eiaa.

☐ Submit my **UROP Timecard** (online at our.utah.edu/urop/timecard) on time every pay period, even if I have no hours to report.

    ☐ Friday, August 31 by NOON: August 20-31 UROP Timecard Due

    ☐ Friday, September 14 by NOON: September 1-15 UROP Timecard Due

    ☐ Friday, September 28 by NOON: September 16-30 UROP Timecard Due

    ☐ Monday, October 15 by NOON: October 1-15 UROP Timecard Due

    ☐ Wednesday, October 31 by NOON: October 16-31 UROP Timecard Due

    ☐ Thursday, November 15 by NOON: November 1-15 UROP Timecard Due

    ☐ Friday, November 30 by NOON: November 16-30 UROP Timecard Due

    ☐ Friday, December 7 by NOON: December 1-7 UROP Timecard Due

☐ Attend AT LEAST **TWO FALL 2018 Undergraduate Research Education Series** (URES) events. The full URES Schedule is always available online at our.utah.edu/events/ures.

    ☐ _____

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☐ Complete the **UROP Final Report** by Thursday, December 6. Submit the UROP Final Report online at ugs.formstack.com/forms/urop_final_report.

Last updated Mon, Aug 13, 2018

- [ ] Present my research at the **Undergraduate Research Symposium** (URS). The 2019 URS will be held on <u>Tuesday, April 9, 2019 from 9:00 - 2:30pm</u>. More information about the URS can be found online at our.utah.edu/events/undergraduate-research-symposium.