UROP ORIENTATION

SPRING 2019



Congratulations and welcome to UROP!



AGENDA

- OUR Team
- OUR Mission Statement
- UROP Expectations
- UROP Participation Agreement
 - Participation & Stipend Policies
 - Program Policies
- Other OUR Programs & Funding





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 UROP 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 PARTICIPATION AGREEMENT

- Participation & Stipend Policies
- Program Policies



- You will attend mandatory UROP Orientation.
- The UROP stipend will not be distributed before you attend orientation OR before the first date of the Spring 2019 semester (Monday, January 7), whichever comes later.



- You will be hired as a temporary, part-time University of Utah Undergraduate Research Assistant to receive the UROP stipend.
- You will be paid a taxable stipend of \$1,500 for a total of 120 hours of research or creative work from Monday, January 7 to Tuesday, April 23.



- You will make arrangements to be hired as a UROP Participant by <u>Friday</u>, <u>January 11</u>.
 - Failure to make hiring arrangements prior to that date will result in forfeiture of the UROP stipend.



If you need to make a hiring appointment, you have been emailed!

Check your UMail!



- All University of Utah employees are required to sign an Employee Intellectual Property Assignment Agreement (EIPAA).
 - You must sign the EIPAA before you can receive the UROP stipend.





ABOUT US

FOR STUDENTS FOR MENTORS

CALENDAR

FAQS

EVENTS

STEP 3: **COMPLETE THE HIRING PROCESS**

All UROP Scholars must be hired as UROP Participants before the UROP stipend can be distributed. The UROP Hiring Process consists of three steps, listed below:

ePAF Form

This University of Utah form will be completed before your hiring appointment based on the information you provide by signing your UROP Participant Agreement. This form will update your information in CIS, such as contact information, an emergency contract, and demographic information.

■ Employee Intellectual Property Assignment Agreement (EIPAA)

This University of Utah form is required of all employees. Review and sign the student employee form online. You will need to log in to CIS to access and sign this form. For more information about this form, contact Technology & Venture Commercialization at the University of Utah. This form should be completed before your hiring appointment and must be completed before you can receive the UROP stipend.

Sign the Student Employee Agreement »

I-9 Form

This United States form is used for verifying the identity and employment authorization for employment in the United States. More information on this form can be found online on the U.S. Citizenship and Immigration Services webpage. Review the List of Acceptable Documents online and identify either ONE valid unexpired document from List A OR ONE valid unexpired document from List B AND ONE valid unexpired document from List C to bring to your hiring appointment. This form cannot be completed without documentation and must be completed in-office.

UROP Scholars will be contacted directly by the OUR no later than Friday, December 28 if you need to come in for a hiring appointment. As indicated in the UROP Participant Agreement, hiring arrangements must be made before Friday, January 11. Failure to make hiring arrangements prior to that date will result in forfeiture of the UROP stipend.

- 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 to access CAS-authenticated services.



 The UROP stipend will be distributed in equal bimonthly installments.



UROP STIPEND SCHEDULE

- 1 Tuesday, January 22
- 2 Thursday, February 7
- **3** Friday, February 22
- 4 Thursday, March 7
- **5** Friday, March 22
- 6 Friday, April 5
- 7 Monday, April 22
- 8 Tuesday, May 7





https://our.utah.edu/urop/scholar-resources/





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ABOUT US

FOR STUDENTS

FOR MENTORS

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In addition to your Student tab, CIS will now have an Employee portal.

SIGN IN TO CIS »







W-2 Information compiled by Tax Services.

W-2 INFO »







Communication from the OUR will be sent to your UMail address.

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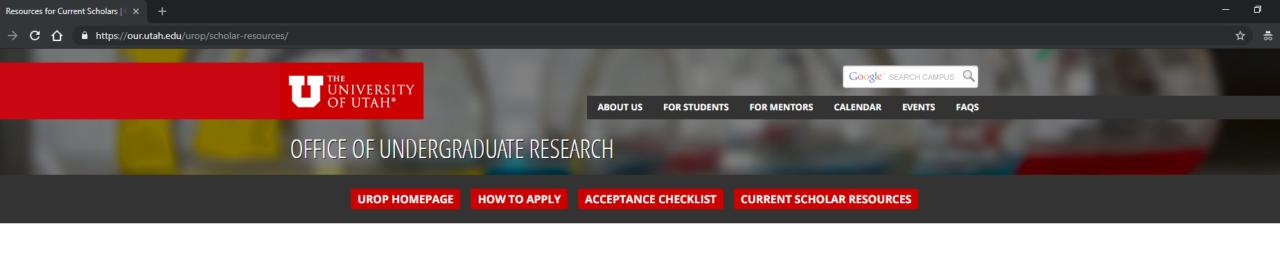


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- You will devise a schedule with your UROP
 Mentor to ensure you contribute 120 hours of research or creative work to your UROP Project.
- This schedule will be in writing and signed by both you and your UROP Mentor.





RESOURCES FOR CURRENT SCHOLARS

UROP SPRING 2019 ANNOUNCEMENTS

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.

12/10: Congratulations and welcome to Spring 2019 UROP!
 SIGN UP FOR ORIENTATION »











As a UROP participant, you are required to devise a schedule with your UROP Mentor to ensure you contribute 120 hours of research or creative work to your UROP Project. This schedule must be in writing and signed by both you and your UROP Mentor. Your UROP Mentor (or designee), who serves as my direct supervisor, will receive a bi-monthly email from the OUR to confirm that you are progressing on your UROP Project as outlined in this schedule. You may be asked to produce this schedule as documentation if there is question about your progress. If you do not document this schedule or fail to meet this schedule, you may be dismissed from the program and forfeit the remainder of the UROP stipend. We hope you find this worksheet helpful as you complete your UROP Project!

Week/Dates	Work to be Done	# of Hours	Cumulative Hours







- You may be asked to produce this schedule as documentation if there is question about your progress.
- If you do not document this schedule or fail to meet this schedule, you may be dismissed from the program and forfeit the remainder of the UROP stipend.



 Your UROP Mentor (or designee) who serves as my direct supervisor will receive a bi-monthly email from the OUR to confirm that you are progressing on your UROP Project as outlined in this schedule.



- If your UROP Mentor (or designee) indicates issues with your work, you will receive official notice from the OUR along with a plan for remedying the issue and a timeline for doing so.
- If you fail to meet the expectations outlined in this notice, you will be dismissed from the program and forfeit the remainder of the UROP stipend.



• If at any point I am unable to adhere to the Participation & Stipend Policies, I will contact the OUR immediately.



Failure to meet Participation & Stipend Policies will result in a forfeiture of the UROP stipend.



PROGRAM POLICIES

- Attend AT LEAST TWO Spring 2019
 Undergraduate Research Education Series
 (URES) events.
 - If for any reason you cannot attend **AT LEAST TWO**Spring 2019 URES events, you must contact Stephanie
 Shiver no later than the Add/Drop date (<u>Friday</u>,
 <u>January 18</u>) to make alternate arrangements.



Doing Library Research

Creating Effective Research Posters

Public Speaking

Intro to the IRB

Data Management

Writing an Abstract

Letters of Recommendation

Personal Statements

Mentorship Workshop

Queering Research Panel

Imposter Syndrome

How to Read a Research Article

Leveraging Your Research

Translate Research into a Resume

Reflection as Part of the Process

Contextualizing Your Research

UNDERGRADUATE RESEARCH EDUCATION SERIES (URES)

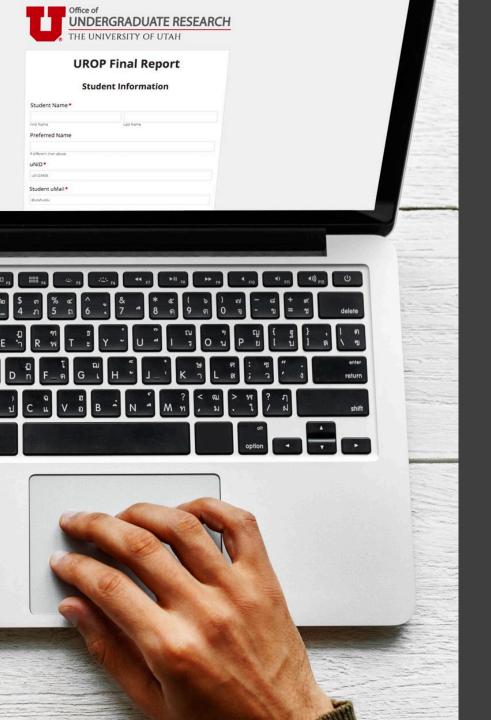
- Seminars and workshops on topics of interest
- Open to everyone
- Located in the Sill Large
 Conference Room (Sill 120)
- Don't forget to sign-in!



PROGRAM POLICIES

• Complete a UROP Final Report by the last day of the Spring 2019 semester (<u>Tuesday, April 23</u>).





UROP FINAL REPORT

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



PROGRAM POLICIES

 I will present my research at the Undergraduate Research Symposium (URS).





UNDERGRADUATE RESEARCH SYMPOSIUM (URS)

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



Failure to meet Participation & Stipend Policies will result in a forfeiture of the UROP stipend.



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

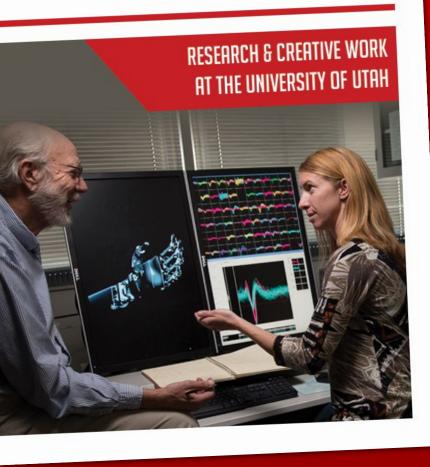
- Utah Conference on Undergraduate Research (UCUR)
- National Conference on Undergraduate Research (NCUR)
- Research on Capitol Hill (ROCH)
- Presentations in Spring, call for papers in Fall





VOLUME 3, 2017

DERGRADUATE RESEARCH JOURNAL



UNDERGRADUATE RESEARCH JOURNAL (URJ)

- Submit your work online at any time
- Submit abstracts, narratives, etc.
- The URJ is published online every summer





UNDERGRADUATE RESEARCH SCHOLAR DESIGNATION (URSD)

- Requires:
 two semesters of research
 presentation at the URS
 publication in the URJ
- Apply the semester you graduate



James Zhao

Jae Miner

Fadi Haroun

Ellie Rasmussen

Carly Shields

Asal Kareem

Kiki Karahalios

UNDERGRADUATE RESEARCH LEADERS

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



