UROP ORIENTATION

FALL 2019

Office of
UNDERGRADUATE RESEARCH
THE UNIVERSITY OF UTAH

Congratulations and welcome to UROP!

Office of
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THE UNIVERSITY OF UTAH

AGENDA

- OUR Team

- OUR Mission Statement

- UROP Expectations

- UROP Participation Agreement
  - Participation & Stipend Policies
  - Program Policies

- Other OUR Programs & Funding

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THE UNIVERSITY OF UTAH

OUR TEAM

Rachel Hayes-Harb

Director

Cindy Greaves

Program Manager

Therese McRae

Administrative Officer

Stephanie Shiver

Program Manager

Megan Shannahan

Program Manager

Leslie Cepeda Echeverria

Research Advisor

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OUR MISSION STATEMENT

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

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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.

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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.

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UROP PARTICIPATION AGREEMENT

- Participation & Stipend Policies

- Program Policies

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PARTICIPATION & STIPEND 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 Fall 2019 semester (<u>Monday, August 19</u>), whichever comes later.

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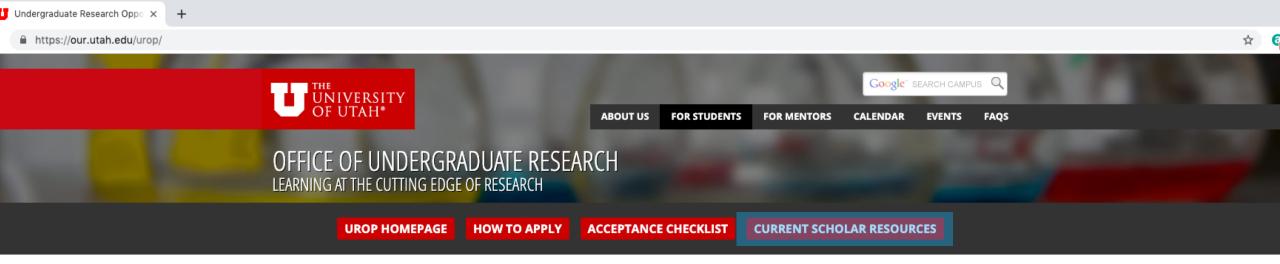# PARTICIPATION & STIPEND POLICIES

- 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 $1,200.00 for a total of 120 hours of research or creative work from <u>Monday, August 19 to Thursday, December 5</u>.

- The UROP stipend will be distributed in equal bi-monthly installments.

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UROP STIPEND SCHEDULE

1 Friday, September 6

2 Friday, September 20

3 Monday, October 7

4 Tuesday, October 22

5 Thursday, November 7

6 Friday, November 22

7 Friday, December 6

8 Friday, December 20

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SEARCH CAMPUS

ABOUT US | FOR STUDENTS | FOR MENTORS | CALENDAR | EVENTS | FAQS

OFFICE OF UNDERGRADUATE RESEARCH
LEARNING AT THE CUTTING EDGE OF RESEARCH

UROP HOMEPAGE | HOW TO APPLY | ACCEPTANCE CHECKLIST | CURRENT SCHOLAR RESOURCES

UNDERGRADUATE RESEARCH OPPORTUNITIES PROGRAM (UROP)

The Undergraduate Research Opportunities Program (UROP) provides undergraduate students and mentors the opportunity to work together on research or creative projects.

UROP provides a $1,200 stipend (effective Summer 2019) and educational programming for students who assist with a faculty member's research or creative project or who carry out a project of their own under the supervision of a faculty member. Students may apply for UROP any semester and may be eligible for a one-semester renewal. UROP awardees are hired as temporary, part-time UROP Participants by the Office of Undergraduate Research and are paid $1,200 (effective Summer 2019) for 120 hours of research or creative work during the semester.

Congratulations to our
Fall 2019 UROP Scholars!

SPRING 2020 DEADLINES
Student Application Due:
Friday, November 1 at 11:59pm
Mentor Application Due:
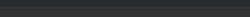**Friday, November 8 at 11:59pm**

SUMMER 2020 DEADLINES
TBA

Eligibility Requirements

- Applicants must have an **established relationship with a research mentor** at the time of application. Visit our Getting Started page for information on finding a faculty mentor.

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ABOUT US   FOR STUDENTS   FOR MENTORS   CALENDAR   EVENTS   FAQS

CIS

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

SIGN IN TO CIS »

DIRECT DEPOSIT

Add or update direct deposit information.

DIRECT DEPOSIT »

PAYCHECK HISTORY

Review current and prior paychecks from all University jobs.

VIEW PAYCHECKS »

W-2
W-2 INFORMATION

W-2 Information compiled by Tax Services.

W-2 INFO »

W-4
W-4 INFORMATION

Review or change your W-4 tax withholding information.

W-4 FORM »

DUO 2FA

DUO 2Factor Authentication is required by UIT for employees.

DUO MANAGEMENT »

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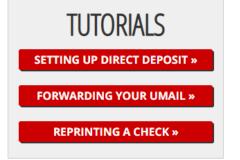
Communication from the OUR will be sent to your UMail address.

SIGN IN TO UMAIL »

UPDATE BIO INFO

Change biographical info, such as mailing address and emergency contact.

UPDATE INFORMATION »

TUTORIALS

SETTING UP DIRECT DEPOSIT »

FORWARDING YOUR UMAIL »

REPRINTING A CHECK »

PARTICIPATION & STIPEND POLICIES

- You will make arrangements to be hired as a UROP Participant by <u>Friday, August 23</u>.

  - Failure to make hiring arrangements prior to that date will result in forfeiture of the UROP stipend.

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

Check your UMail!

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PARTICIPATION & STIPEND POLICIES

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

  - You must sign the EIPAA before you can receive the UROP stipend.

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STEP 3: COMPLETE THE HIRING PROCESS

All UROP students 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**.

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UROP Students will be contacted directly by the OUR no later than Monday, August 19 if you need to come in for a hiring appointment. As indicated in the UROP Participant Agreement, hiring arrangements must be made before

PARTICIPATION & STIPEND POLICIES

- All University of Utah employees and UROP participants are required to enroll in Two-Factor Authentication (2FA) that protects Central Authentication Services (CAS)-authenticated applications, including CIS, Canvas, and Box.

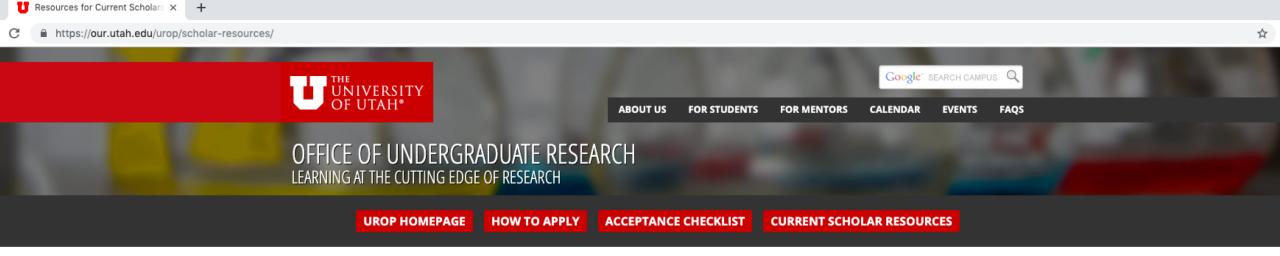 - You must enroll in 2FA immediately after being hired to access CAS-authenticated services.

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NO TIMECARDS

NO KRONOS

NO IN/OUT PUNCHES

PARTICIPATION & STIPEND POLICIES

- 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.

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UROP HOMEPAGE   HOW TO APPLY   ACCEPTANCE CHECKLIST   CURRENT SCHOLAR RESOURCES

RESOURCES FOR CURRENT SCHOLARS

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 CHECKLIST

A full list of all Fall 2019 UROP requirements.

UROP CHECKLIST »

UROP SCHEDULE

Devise a schedule with your mentor to contribute 120 hours to your project.

SCHEDULE TEMPLATE »

URES EVENTS

All UROP Scholars must attend at least two URES events. Don't forget to sign in!

URES SCHEDULE »

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FALL 2019 UROP SCHEDULE WORKSHEET

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 your 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

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FALL 2019 UROP SCHEDULE WORKSHEET

			120

_____   _____
Student Signature   **Date**

_____   _____
UROP Mentor Signature   **Date**

Amendments to this schedule are possible. Please detail them below and initial/date as indicated. Attach additional pages for further amendments.

Date	Amendment Details	Student Initial Here	UROP Mentor Initial Here

PARTICIPATION & STIPEND POLICIES

- 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.

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PARTICIPATION & STIPEND POLICIES

- Your UROP Mentor (or designee) who serves as your 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.

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PARTICIPATION & STIPEND POLICIES

- 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.

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IN MOST CASES, **YOU DO NOT NEED TO SUBMIT THIS SCHEDULE TO US!**

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PARTICIPATION & STIPEND POLICIES

- If at any point you are unable to adhere to the Participation & Stipend Policies, you will contact the OUR immediately.

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

PROGRAM POLICIES

- Attend **AT LEAST TWO** Fall 2019 Undergraduate Research Education Series (URES) events.

  - If you cannot attend **AT LEAST TWO** Fall 2019 URES events because of coursework conflicts, you must contact Stephanie Shiver no later than the Add/Drop date (<u>Friday, August 30</u>) to make alternate arrangements.

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UNDERGRADUATE RESEARCH EDUCATION SERIES (URES)

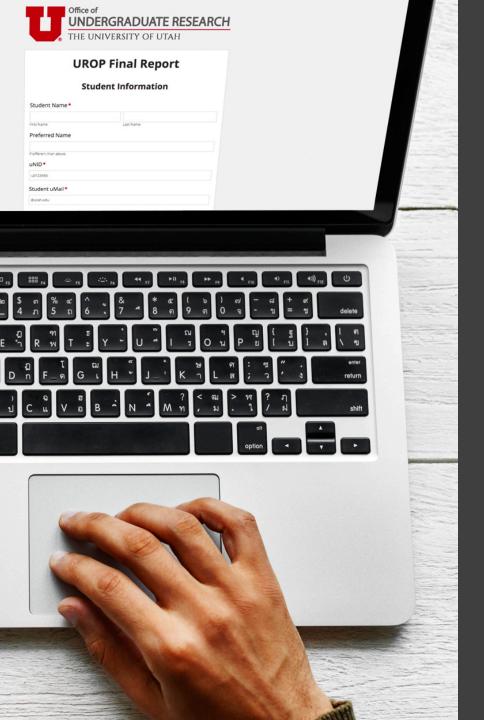- Seminars and workshops on topics of interest

- Open to everyone

- Located in the Sill Center, Room 120

- **Don't forget to sign-in!**

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PROGRAM POLICIES

- Complete a UROP Final Report by the last day of the Fall 2019 semester (<u>Thursday, December 5</u>).

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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) before I graduate.

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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

Tuesday, April 7, 2020
9:00 – 2:30pm

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PROGRAM POLICIES

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

- Contact the OUR for more information.

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OTHER OUR PROGRAMS & FUNDING

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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

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SUMMER PROGRAM FOR UNDERGRADUATE RESEARCH (SPUR)

- 10-week research experience

- $5000 stipend

- Housing, socials, development, and more!

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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

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UNDERGRADUATE RESEARCH JOURNAL (URJ)

- Submit your work online at any time

- Submit abstracts, narratives, etc.

- The URJ is published online every summer

UNIVERSITY OF UTAH

UNDERGRADUATE RESEARCH JOURNAL

2018-VOLUME 18

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UNDERGRADUATE RESEARCH SCHOLAR DESIGNATION (URSD)

- Requires:
  two semesters of research presentation at the URS publication in the URJ

- Apply the semester you graduate

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UNDERGRADUATE RESEARCH LEADERS

Yasmeen Siripathane

Sydney Cahoon

Kalli Glauser

Claire Ticknor

Ellie Rasmussen

Luke Garcia

Madi Odette

- Students with research and OUR program experience

- Leaders hold office hours, present at OUR events, facilitates events with UROP students, etc.

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