

# SPRING 2020 UROP CHECKLIST

- ☐ Complete the **hiring process**.
  - ☐ Sign the **Employee Intellectual Property Assignment Agreement** (EIPAA) at [hrit.utah.edu/ogc/ip/#/form/uurf-eiaa](http://hrit.utah.edu/ogc/ip/#/form/uurf-eiaa).
  - ☐ Attend Mandatory **UROP Orientation**. Register at [our.utah.edu/urop/acceptance-checklist](http://our.utah.edu/urop/acceptance-checklist).
  - ☐ *If contacted by the OUR*, schedule a **hiring appointment** at [utah.craniumcafe.com/group/our-hiring/scheduler](http://utah.craniumcafe.com/group/our-hiring/scheduler).
- ☐ **Devise a schedule with your UROP Mentor** to ensure you contribute 120 hours of research or creative work to your UROP Project.
- ☐ Attend **AT LEAST TWO SPRING 2020 Undergraduate Research Education Series** (URES) events. The full URES Schedule is always available online at [our.utah.edu/events/ures](http://our.utah.edu/events/ures).
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- ☐ Complete the **UROP Final Report** by Tuesday, April 21. Submit the Final Report online at [ugs.formstack.com/forms/urop\\_final\\_report](http://ugs.formstack.com/forms/urop_final_report).
- ☐ Present my research at the **Undergraduate Research Symposium** (URS). The 2020 URS will be held on Tuesday, April 7 from 9:00 - 2:30pm. More information about the URS can be found online at [our.utah.edu/events/undergraduate-research-symposium](http://our.utah.edu/events/undergraduate-research-symposium).