

# UROP ORIENTATION

Spring 2020

1/16/20

# 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 TEAM

**Rachel  
Hayes-Harb**

Director

**Cindy  
Greaves**

Program Manager

**Therese  
McRae**

Administrative Officer

**Stephanie  
Shiver**

Program Manager

**Megan  
Shannahan**

Program Manager

**TBA**

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 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

# 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 Spring 2020 semester (Monday, January 6), whichever comes later.

# 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 Monday, January 6 to Tuesday, April 21.
- The UROP stipend will be distributed in equal bi-monthly installments.

# UROP STIPEND SCHEDULE

- 1** Friday, February 7
- 2** Friday, February 21
- 3** Friday, March 6
- 4** Friday, March 20
- 5** Tuesday, April 7
- 6** Wednesday, April 22
- 7** Thursday, May 7
- 8** Friday, May 22



## 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)

**T**he 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.



## 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 Friday, January 17.
  - 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!**

# 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.



# 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 contact, 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 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.

**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.



- 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

## 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 »](#)









Office of

UNDERGRADUATE RESEARCH

THE UNIVERSITY OF UTAH

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

Office of  
**UNDERGRADUATE RESEARCH**  
THE UNIVERSITY OF UTAH  
**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.

# 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.

# 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.

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

# PARTICIPATION & STIPEND POLICIES

- If at any point you are unable to adhere to the Participation & Stipend Policies, you 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 2020 Undergraduate Research Education Series (URES) events.
  - If you cannot attend **AT LEAST TWO** Spring 2020 URES events because of coursework conflicts, you must contact Stephanie Shiver no later than the Add/Drop date (Friday, January 17) to make alternate arrangements.

Creating Effective Research Posters
Introduction to the IRB
Microaggressions and Research
Mentorship Workshop
Doing Library Research
Writing Abstracts
How to read a Research Article
Introduction to the IRB
Navigating Research, Race, Gender, & Difference
Letters of Recommendation
Personal Statements
Data Management
Literature Reviews
Leveraging Your Research in Industry
Contextualizing Your Research
Reflection as Part of the Research

# 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!**

# PROGRAM POLICIES

- Complete a UROP Final Report by the last day of the Spring 2020 semester (Tuesday, April 21).

## UROP Final Report

### Student Information

Student Name \*

First Name

Last Name

Preferred Name

If different than above:

uNID \*

u0123456

Student uMail \*

@uofu.edu

# 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.



**Tuesday, April 7, 2020**  
9:00 – 2:30pm

# 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

1/16/20

# 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

1/16/20

SCRIPPS COLLEGE



# 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

1/16/20



# SUMMER PROGRAM FOR UNDERGRADUATE RESEARCH (SPUR)

- 10-week research experience
- \$4000 or \$5000 stipend
- Housing, socials, development, and more!

1/16/20



# 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

1/16/20



# UNDERGRADUATE RESEARCH JOURNAL (URJ)

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

1/16/20



# UNDERGRADUATE RESEARCH SCHOLAR DESIGNATION (URSD)

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

**Yasmeen  
Siripathane**

**Sydney Cahoon**

**Kalli Glauser**

**Claire Ticknor**

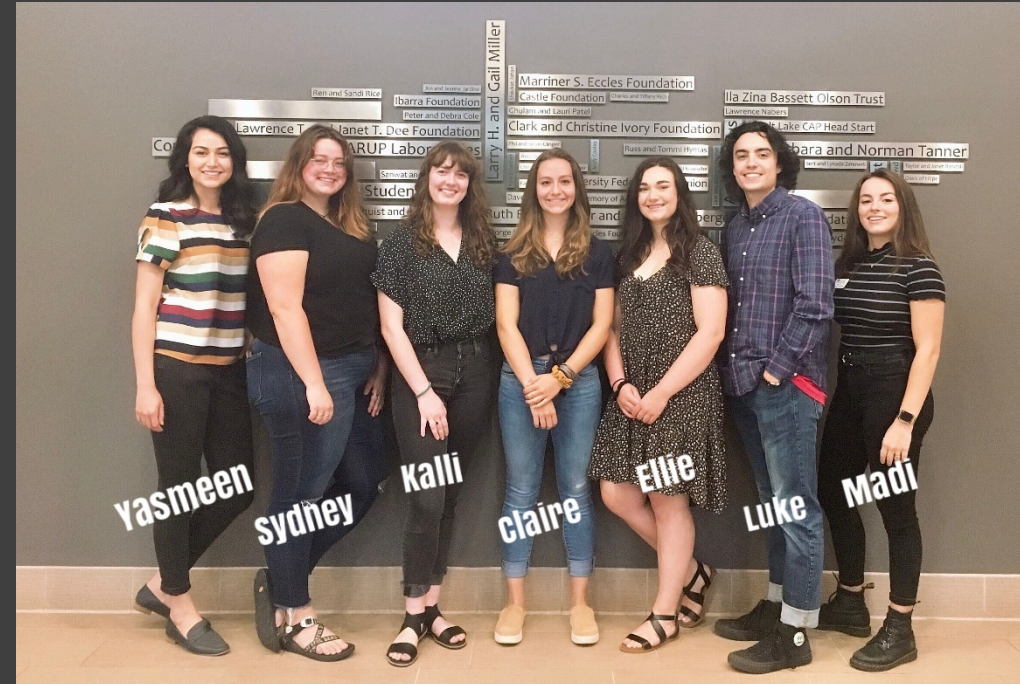
**Ellie Rasmussen**

**Luke Garcia**

**Madi Odette**

# UNDERGRADUATE RESEARCH LEADERS

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



1/16/20

# CONTACT US



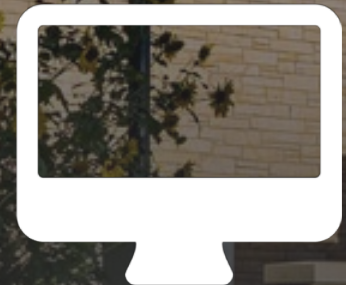
[our@utah.edu](mailto:our@utah.edu)



(801) 581-8070



Sill 005



[our.utah.edu](http://our.utah.edu)

1/16/20