

FALL 2020 UROP POLICIES & CHECKLIST

PARTICIPATION & STIPEND POLICIES

- I will be hired as a temporary, part-time employee as an Undergraduate Research Assistant to receive the UROP stipend. I will be paid a taxable stipend of \$1,200.00 for a total of 120 hours of research or creative work from **August 24 to December 3**. The UROP stipend will be distributed in equal bi-monthly installments.
- I will make arrangements to be hired as a UROP Participant by **August 27**. Failure to make hiring arrangements prior to that date will result in forfeiture of the UROP stipend.
- I understand that all University of Utah employees are required to sign an Employee Intellectual Property Assignment Agreement (EIPAA). I understand I must sign the EIPAA before I can receive my UROP stipend.
- I understand that 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. I understand that I must enroll in 2FA immediately after being hired to access CAS-authenticated services.
- I will attend mandatory (Virtual) UROP Orientation. I understand that the UROP stipend will not be distributed before I attend orientation OR before the first date of the semester (**Monday, August 24**), whichever comes later.
- I will devise a schedule with my UROP Mentor to ensure I contribute 120 hours of research or creative work to my UROP Project. This schedule will be in writing and signed by both me and my UROP Mentor. I understand I may be asked to produce this schedule as documentation if there is question about my progress. I understand that if I do not document this schedule or fail to meet this schedule, I may be dismissed from the program and forfeit the remainder of the UROP stipend.
- My UROP Mentor (or designee), who serves as my direct supervisor, will receive a bi-monthly email from the OUR to confirm that I am progressing on my UROP Project as outlined in this schedule.
- If my UROP Mentor (or designee) indicates issues with my work, I will receive official notice from the OUR along with a plan for remedying the issue and a timeline for doing so. If I fail to meet the expectations outlined in this notice, I will be dismissed from the program and forfeit the remainder of the UROP stipend.
- I will immediately notify the OUR if I obtain another job at the University of Utah (campus or hospital) while employed by the OUR.
- If at any point I am unable to adhere to the Participation & Stipend Policies, I will contact the OUR immediately. Failure to meet these expectations will result in a forfeiture of the UROP stipend.

PROGRAM POLICIES

- I will attend AT LEAST TWO (Virtual) Undergraduate Research Education Series (URES) events in the Fall semester. If I cannot attend AT LEAST TWO URES events because of coursework conflicts, I will contact the OUR no later than the Add/Drop date (**Friday, Sept. 4**) to make alternate arrangements.
- I will complete a UROP Final Report by the last day of the semester (**Thursday, Dec. 3**).
- I will present my research at the Undergraduate Research Symposium (URS) before I graduate.
- Failure to meet the Program Policies may lead to ineligibility to receive other OUR funding and the Undergraduate Scholar Designation (URSD). If I become ineligible for other OUR funding or the URSD, I understand that I may regain my eligibility and I will contact the OUR for more information.

FALL 2020

UROP CHECKLIST

- Complete Participation Agreement form **Due Aug. 5th**
- Attend online Orientation by **Aug. 24th**
https://utahsa.az1.qualtrics.com/jfe/form/SV_6VXJ51ZGShWuoip
- Complete the Hiring Process by **Aug 27th**
 - Sign the **Employee Intellectual Property Assignment Agreement (EIPAA)** at hrit.utah.edu/ogc/ip/#/form/uurf-eiaa.
 - If contacted by HR*, schedule a **hiring appointment**.
- 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 Virtual Undergraduate Research Education Series (URES)** events by the end of the semester. 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, Dec. 3. Submit the Final Report online at https://ugs.formstack.com/forms/urop_final_report

- Present my research at the **Undergraduate Research Symposium (URS)** before I graduate. The 2021 URS is scheduled for Tuesday, April 6 from 9:00 - 2:30pm. More information about the URS can be found online at <https://our.utah.edu/events/undergraduate-research-symposium/>