Congratulations and welcome to SPUR!
AGENDA

• Introductions
• SPUR Conduct Expectations
• SPUR Policies
  • Program, Stipend, Attendance
• Mentor Expectations
• Campus Life & Life in Utah
• Other OUR Programs & Funding
OUR TEAM

Rachel Hayes-Harb
Director

Cindy Greaves
Program Manager

Sandra Luo
Research Advisor

Megan Shannahan
Program Manager

Shiver
Program Manager
UNDERGRADUATE RESEARCH LEADERS

• Students with research and OUR program experience

• Leaders hold office hours, present at OUR events, facilitate events with SPUR students, etc.
OUR MISSION STATEMENT

...is to facilitate and promote undergraduate student-faculty collaborative research and creative works in all disciplines throughout the University of Utah campus. In recognition that excellence requires diversity, we pursue this mission through equitable programming that promotes diverse representation and social justice.
LAND ACKNOWLEDGEMENT

The University of Utah has both historical and contemporary relationships with Indigenous peoples. Given that the Salt Lake Valley has always been a gathering place for Indigenous peoples, we acknowledge that this land, which is named for the Ute Tribe, is the traditional and ancestral homelands of the Shoshone, Paiute, Goshute, and Ute Tribes and is a crossroad for Indigenous peoples. The University of Utah recognizes the enduring relationships between many Indigenous peoples and their traditional homelands. We are grateful for the territory upon which we gather today; we respect Utah’s Indigenous peoples, the original stewards of this land; and we value the sovereign relationships that exist between tribal governments, state governments, and the federal government. Today, approximately 60,000 American Indian and Alaska Native peoples live in Utah. As a state institution, the University of Utah is committed to serving Native communities throughout Utah in partnership with Native Nations and our Urban Indian communities through research, education, and community outreach activities.
INTRODUCTIONS

• Name (Preferred name is great! Share pronouns if you want to!)
• Institution
• Hometown/where you live when not at school
• Major
• Year in school
• What are you looking forward to this summer?
SPUR CONDUCT EXPECTATIONS

• Commit to all aspects of the program
• Conduct yourself in a professional manner
• Be on time to all events (plan accordingly)
• Read and respond to correspondence from the OUR in a timely manner
• Obtain and maintain certifications as needed
• Acknowledge support from OUR
PROGRAM POLICIES

• Spend 35-40 hours per week on research and other program-related activities for the entire duration of the program (May 26-August 5, 2021). You are not expected to work on University holidays (May 31, July 5, and July 23) and do not need to make those hours up (so you should expect to work a modified number of hours those weeks).
PROGRAM POLICIES

• Attend all bi-weekly meetings. These meetings will be held 9-10:30 AM on June 9, June 23, July 7, July 21, and August 4, 2021.

• Topics include: learning to communicate your research to a non-specialist, communication within your research group, fostering research self-efficacy, networking, reflecting
PROGRAM POLICIES

- Attend **ALL** Summer 2021 Undergraduate Research Education Series (URES) events
- Seminars and workshops on topics of interest
- Don’t forget to register!
PROGRAM POLICIES

• Present your work (poster format) at the Summer Symposium (August 5, 2021).
• More than 150 presenters
• August 5, 2021, 9:00-12:00 PM
• Virtual
Submit a one-page summary of your work or experience to the University of Utah Undergraduate Research Journal by August 3, 2021

Submit abstracts, narratives, etc.
• Complete a SPUR Final Report by August 5, 2021.
• Reflects on both the research experience and participation in SPUR
• Link to the Final Report is always available online
ATTENDANCE POLICIES

• You are expected to attend all required program events.

• Generally, you can miss up to 1 URES event and 1 bi-weekly meeting.
  • If you know you will not be able to attend something, tell Megan immediately so alternative arrangements may be made!

• After two missed events, you’ll need to meet with Megan. You may be dismissed from the program and forfeit the rest of the SPUR stipend if too much time is missed.
MENTOR EXPECTATIONS

• Provide the student with a hands-on research experience that will require the student to spend 35-40 hours per week between research and program-related activities for the duration of the program

• Clearly discuss specific research and work expectations with the student at the beginning of the program
MENTOR EXPECTATIONS

• Be honest and straightforward with the student about their work
• Ensure that the student is certified as needed for, e.g., Human Subject Research, Animal Research, Laboratory and other Environmental Health, HIPAA, etc
MENTOR EXPECTATIONS

• Support the student in completing all programmatic aspects of SPUR, including attending bi-weekly meetings and weekly URES events, presenting at the OUR Summer Symposium, and publishing an abstract in the University of Utah Undergraduate Research Journal

• Participate in SPUR activities to the extent the mentor’s schedule allows (OUR Summer Symposium (August 5))
STIPEND POLICIES

• Details regarding expectations and/or requirements of the research will be negotiated between you and your faculty mentor.

• You will devise a schedule with your mentor to ensure you contribute the required number of hours to the program. This schedule will be in writing and signed by both you and your mentor.
As a SPUR participant, you are required to devise a schedule with your SPUR Mentor to ensure you contribute 35-40 hours per week to your research and program-related activities (with the exception of the first and last weeks of the program, and weeks that contain a holiday (May 31, July 5, July 23)). This schedule must be in writing and signed by both you and your SPUR Mentor. Your SPUR Mentor (or designee), who serves as your direct supervisor, will receive a semi-monthly email from the SPUR to confirm that you are progressing on your SPUR 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 SPUR stipend. We hope you find this worksheet helpful as you complete your SPUR Project!

<table>
<thead>
<tr>
<th>Week/Dates</th>
<th>Work to be Done</th>
<th># of Hours</th>
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<tbody>
<tr>
<td>May 26-28</td>
<td></td>
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<tr>
<td>May 31-June 4</td>
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<td>June 7-11</td>
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<td>June 14-19</td>
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<td>June 21-25</td>
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<td>June 28-July 2</td>
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<td>July 5-9</td>
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<td>July 12-16</td>
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<td>July 19-23</td>
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<td>July 26-30</td>
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<tr>
<td>August 2-5</td>
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</tbody>
</table>

**Student Signature**

**Date**

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**SPUR Mentor Signature**

**Date**

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Amendment Details</th>
<th>Student Initial Here</th>
<th>SPUR Mentor Initial Here</th>
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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 SPUR stipend.

5/27/2021
STIPEND POLICIES

• Your SPUR Mentor (or designee) who serves as your direct supervisor will receive a semimonthly email from the OUR to confirm that you are progressing on your SPUR Project as outlined in this schedule.
STIPEND POLICIES

• If your SPUR 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 SPUR stipend.
STIPEND POLICIES

• You will be hired as a temporary University of Utah Undergraduate Research Assistant to receive the SPUR stipend.

• You will be paid a taxable stipend of $5,000 for between 35 and 40 hours of research and program-related activities per week from Wednesday, May 26 to Thursday, August 5. The SPUR stipend will be distributed in equal semimonthly installments.
# SPUR STIPEND SCHEDULE

<table>
<thead>
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<th>Date</th>
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<tbody>
<tr>
<td>1</td>
<td>Monday, June 7</td>
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<tr>
<td>2</td>
<td>Tuesday, June 22</td>
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<tr>
<td>3</td>
<td>Wednesday, July 7</td>
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<tr>
<td>4</td>
<td>Thursday, July 22</td>
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<tr>
<td>5</td>
<td>Friday, August 6</td>
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<td>6</td>
<td>Friday, August 20</td>
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Don’t forget to set up payroll direct deposit!
NO TIMECARDS
NO KRONOS
NO IN/OUT PUNCHES
SPUR POLICIES

• If at any point you are unable to adhere to any SPUR policy, contact Megan immediately.

• Failure to meet SPUR Policies will result in a forfeiture of the SPUR stipend and dismissal from the program.
RESOURCES WEBPAGE

- [our.utah.edu/spur/resources](http://our.utah.edu/spur/resources)
- Useful resources all in one place
  - Canvas course
  - Calendar, schedule worksheet, symposium registration, etc.
  - Direct deposit, CIS, W-4, etc.
  - Campus map, UTA, summer activities, etc.
MENTOR-MENTEE AGREEMENTS

- Establish expectations at beginning of experience
- Think of what you hope to get out of the experience
- You do not need to fill out this form, but you can use it as a conversation guide
PROGRAM CALENDAR

• Required and optional events
• Interaction with other programs
• Put events in your calendar now! (or however you keep track of these things)
CAMPUS RESOURCES

• Campus map: https://map.utah.edu/
• UTA (public transit): https://www.rideuta.com/
• Library: https://lib.utah.edu/
• Computer labs
• Union: https://union.utah.edu/
• Bookstore: https://www.campusstore.utah.edu/utah/home
• Campus shuttles: https://www.uofubus.com/routes
COVID-19 INFORMATION

• Masks and face coverings are no longer be required in University of Utah facilities (except U Health facilities or where needed for work)

• Unvaccinated personnel are highly encouraged to continue utilizing face coverings and keep 6-feet of physical separation, according to CDC guidelines

• Masks are recommended to be worn in shared/public spaces where the vaccination status of all personnel and visitors is not known. In no case should the use of face coverings by an individual be actively discouraged, called out, or penalized
COVID-19 INFORMATION

• Weekly asymptomatic testing is strongly encouraged

• For U students and/or those who are hired through HR, use this link to schedule a test: https://alert.utah.edu/covid/testing/

• For those non-U students who are not hired through HR, use this link: https://alert.utah.edu/covid/summer/

• Vaccine clinic: https://alert.utah.edu/covid/vaccine/
LIFE IN UTAH

• Outdoor adventures
• Summer activities in SLC
• Things unique to the U
HOUSING

• Welcome letter
• Take note of contact numbers
• No alcohol is allowed, even if you are 21
WHAT’S NEXT?

• Tomorrow: URES Responsible Conduct of Research, 2:30-3:30, via Zoom (registration required)
• May 31: Memorial Day, University Closed!
• June 3: How to Write a UROP Proposal, 12:00-1:00, via Zoom (registration required – for U students)
• June 9: Bi-weekly meeting
  • Prepare “Elevator Sentences”
OTHER OUR PROGRAMS & FUNDING
PROGRAM POLICIES

• Failure to meet SPUR Policies will result in ineligibility for other OUR funding and the URSD.

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

• Contact the OUR for more information.
UNDERGRADUATE RESEARCH OPPORTUNITIES PROGRAM (UROP)

- Semester-based research experience (120 hours)
- $1,200 stipend
- Fall 2021 deadline: July 2, 2021
- Proposal workshop: June 3
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
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
UNDERGRADUATE RESEARCH SCHOLAR DESIGNATION (URSD)

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

• Apply the semester you graduate
CONTACT US

our@utah.edu  (801) 581-8070  Sill 005  our.utah.edu