UROP ORIENTATION
FALL 2018
Congratulations and welcome to UROP!
AGENDA

• OUR Team
• OUR Mission Statement
• UROP Expectations
• UROP Employee Contract
  • Payroll & Hiring Policies
  • Program Policies
• Other OUR Programs & Funding
OUR TEAM

Rachel Hayes-Harb
Director

Stephanie Shiver
Research Advisor

Cindy Greaves
Program Manager

Katie Sexton
Administrative Assistant

Megan Shannahan
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 faculty 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 EMPLOYEE CONTRACT

• Hiring & Payroll Policies
• Program Policies
HIRING & PAYROLL POLICIES

• You will attend mandatory UROP Orientation.
• UROP funding will not be distributed before you attend orientation OR before the first date of the Fall 2018 semester (Monday, August 20), whichever comes later.
HIRING & PAYROLL POLICIES

• UROP employment is part-time University of Utah employment.

• You will be paid at a rate of $10.00 per hour for up to 120.00 hours, up to $1,200.00.

• UROP funding is subject to federal and state income tax.
HIRING & PAYROLL POLICIES

• UROP Timecards must be submitted on time every pay period even if you have no hours to report.

• As required by University policy, you must record the total number of hours actually worked each day, including start and stop times.
UROP Timecards must be submitted on time every pay period even if you have no hours to report.
UROP TIMECARD

• Pay periods run from the 1st through the 15th and the 16th through the end of the month.

• UROP Timecards are always due the last business day of the pay period by NOON.

• If the pay period ends during a weekend or holiday, the UROP Timecard will be due on the Friday before, still by noon.
UROP Timecards are always due the last business day of the pay period by NOON.
UROP TIMECARD

• When filling out hours for the last day of the pay period, estimate what you will work for that final day.

• Entered time must be rounded to the nearest quarter-hour.

• If you submit a timecard in error, you should resubmit a new timecard to override the previous submission.
HIRING & PAYROLL POLICIES

• Because UROP employment is part-time employment, you cannot exceed 8.00 hours per day or 19.00 hours per week through UROP OR 8.00 hours in a day or 40.00 hours per week across all University of Utah (campus and hospital) employment.

• Accrual of overtime will lead to your immediate removal from payroll and thus forfeiture of the remaining UROP funding.
HIRING & PAYROLL POLICIES

• I understand that UROP Timecards will not be accepted after Friday, December 7.

• Hours not reported and funds not claimed by that date will be forfeited.
HIRING & PAYROLL POLICIES

• UROP Timecards must be submitted on time every pay period even if you have no hours to report.

• As required by University policy, you must record the total number of hours actually worked each day, including start and stop times.
HIRING & PAYROLL POLICIES

• The submission of MORE THAN ONE Late UROP Timecard OR missing UROP Timecard will result in immediate removal from payroll and thus forfeiture of the remaining UROP funding.
HIRING & PAYROLL POLICIES

• All University of Utah employees are required to sign an Employee Intellectual Property Assignment Agreement (EIPAA).
HIRING & PAYROLL POLICIES

• You must be hired before you can be paid.
• You must make arrangements to be hired before Friday, August 24.
HIRING & PAYROLL POLICIES

• 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.

• All University employees must enroll in 2FA immediately after being hired in order to access CAS-authenticated services.
HIRING & PAYROLL POLICIES

• If you obtain another job at the University of Utah (campus or hospital) while employed by the OUR, contact Katie Sexton immediately.
HIRING & PAYROLL POLICIES

• If at any point you are unable to adhere to the Hiring & Payroll Policies of the UROP Employee Contract, contact the OUR immediately.
Failure to meet the Hiring & Payroll Policies will result in a forfeiture of the Fall 2018 UROP funding.
PROGRAM POLICIES

• Attend AT LEAST TWO Fall 2018 Undergraduate Research Education Series (URES) events.

• If for any reason you cannot attend AT LEAST TWO Fall 2018 URES events, contact Stephanie Shiver no later than the Add/Drop date (Friday, August 31) to make alternate arrangements.
Seminars and workshops on topics of interest to undergraduate student researchers

- Open to everyone
- Located in the Sill Large Conference Room (120)
- Don’t forget to sign in!

UNDERGRADUATE RESEARCH EDUCATION SERIES

- Doing Library Research
- Intro to the Institutional Review Board
- Data Management
- Imposter Syndrome
- Research Reproducibility
- Letters of Recommendation
- Personal Statements
- Writing an Abstract
- Contextualizing Your Research
- Literature Reviews
- How to Read a Research Article
- Queering Research
- Public Speaking
- Creating Effective Research Posters
PROGRAM POLICIES

• Complete a UROP Final Report by the last day of the Fall 2018 semester (Thursday, December 6).
Reflects on both the research experience and participation in UROP

Link to Final Report is always available online
PROGRAM POLICIES

• Present your research at the Undergraduate Research Symposium (URS).
Present your work to the University community

Posters, talks, performances, and art installations

Takes place each Spring in the Union Building
Failure to meet the Program Policies may lead to ineligibility to receive other OUR funding and the Undergraduate Research Scholar Designation (URSD).
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
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
SUMMER PROGRAM FOR UNDERGRADUATE RESEARCH (SPUR)

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

Office of UNDERGRADUATE RESEARCH
THE UNIVERSITY OF UTAH
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
• Submit your work online at any time

• Submit abstracts, narratives, videos, etc.

• Each year the URJ is published online in June
UNDERGRADUATE RESEARCH SCHOLAR DESIGNATION

• Requires
  • two semesters of research with a mentor
  • a presentation
  • a publication

• Apply the semester you graduate
Students with research and OUR program experience

Leaders hold office hours, present at OUR events, and facilitate events with UROP students

UNDERGRADUATE RESEARCH LEADERS

James Zhao
Jae Miner
Fadi Haroun
Teddy Anderson
Ellie Rasmussen
Carly Shields
Asal Kareem
Kiki Karahalios
Deanne Yugawa