

S U M M E R 2 0 1 8

# UROP CHECKLIST

- Complete the hiring process.
  - If you do not currently have an active University (campus or hospital) position, schedule a hiring appointment at [utah.craniumcafe.com/group/our-hiring](http://utah.craniumcafe.com/group/our-hiring).
  - 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).
- Submit my UROP Timecard (online at [our.utah.edu/urop/timecard](http://our.utah.edu/urop/timecard)) on time every pay period, even if I have no hours to report.
  - Thursday, May 31 by NOON: May 16-31 UROP Timecard
  - Friday, June 15 by NOON: June 1-15 UROP Timecard
  - Friday, June 29 by NOON: June 16-30 UROP Timecard
  - Friday, July 13 by NOON: July 1-15 UROP Timecard
  - Tuesday, July 31 by NOON: July 16-31 UROP Timecard
  - Friday, August 3 by NOON: August 1-3 UROP Timecard
- Attend AT LEAST TWO Summer 2018 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 Wednesday, August 1. Submit the UROP 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 2019 URS will be held on Tuesday, April 9, 2019 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).