

## UROP CHECKLIST

- Complete Participation Agreement form **by December 11**
- Attend Orientation on **January 6**
- Complete all Hiring Requirements by **January 13**
- Email HR (elena.sharma@utah.edu) the [New Hire Personal Information Form](#)
  - 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).
  - 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/watch **AT LEAST TWO Education Series** events by last day of class (**April 25**). 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 the last day of class (**April 25**). Submit the Final Report online at [https://ugs.formstack.com/forms/urop\\_final\\_report](https://ugs.formstack.com/forms/urop_final_report)
- Present my research at the **Undergraduate Research Symposium** (URS) or UCUR 2023 before I graduate. More information about the URS can be found online at <https://our.utah.edu/events/undergraduate-research-symposium/>. **This year the OUR is hosting the Utah Conference of Undergraduate Research (UCUR) February 17, 2023 in place of the URS. If you plan to graduate this spring semester and need to present, awarded UROP recipients will be asked to inform the OUR at [our@utah.edu](mailto:our@utah.edu) to be added late to present at UCUR.**