

SPRING 2023 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 during the semester. The UROP stipend will be distributed in equal bi-monthly installments. UROP hiring start date will be January 16. The first stipend payment will be February 7.
- If not a current UofU employee, I will make arrangements to be hired by HR as a UROP Participant by **JANUARY 13**. 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 UROP Orientation.** I understand that the UROP stipend will not be distributed before I attend orientation OR before the first date of the semester, 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/watch **AT LEAST TWO** *Education Series* events before the last day of class (**Tuesday, April 25**)
- I will complete a UROP Final Report by the last day of class (**Tuesday, April 25**)
- I will present my research at the Undergraduate Research Symposium (URS) or UCUR 2023 before I graduate. **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 to be added late to present at UCUR.**
- 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

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.
 - 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.
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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
- 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 to be added late to present at UCUR.**