

UROP CHECKLIST

- Complete Participation Agreement form **by August 7**
- Attend Orientation on **August 15**
- Complete all Hiring Requirements by **August 31**
- 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.
- Complete **AT LEAST (2) Education Series** events by last day of class (**December 7**), at least one event must be attended live on Zoom. The full URES Schedule is always available online at our.utah.edu/events/ures.
 - _____
 - _____
- Complete the **UROP Final Report** by the last day of class (**December 7**). Submit the Final Report online at https://ugs.formstack.com/forms/urop_final_report
- Present my research at the **Undergraduate Research Symposium** (URS) before I graduate.