

UROP CHECKLIST

- Complete Participation Agreement form **by DECEMBER 11**
- Attend Orientation on **JANUARY 3**
- Complete all Hiring Requirements by **JANUARY 15**
- 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 (**APRIL 23**), at least one event must be attended live on Zoom. 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 23**). 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.