SPRING 2024 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 15.** 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 complete **AT LEAST TWO** *Education Series* events before the last day of class (**APRIL 23**) **At least (1) event must be a live event on Zoom.

- I will complete the online UROP Final Report by the last day of class (**APRIL 23**)

- I will present my research at an Undergraduate Research Symposium (URS) before I graduate.

- 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 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.