Office of
UNDERGRADUATE RESEARCH
THE UNIVERSITY OF UTAH

SUMMER 2024 UROP CHECKLIST

- ☐ Complete Participation Agreement form **by APRIL 17**
- ☐ Complete all Hiring Requirements by **MAY 15**
- ☐ Attend Orientation on **MAY 16** (this is also UROP start date)
- ☐ Email HR (Elena.sharma@utah.edu) or (Miji.Lee@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 (**JULY 31**), 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 (**JULY 31**). 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.