FALL 2024 UROP CHECKLIST

- ☐ Complete Participation Agreement form **by AUGUST 9**
- ☐ Complete all Hiring Requirements by **AUGUST 31**
- ☐ Attend Orientation on **AUGUST 21**
- ☐ 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 (**DEC. 5**), 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 (**DEC. 5**). 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.