

## SPRING 2025 UROP CHECKLIST

- Complete Participation Agreement form **by DECEMBER 3**
- Complete all Hiring Requirements by **JANUARY 15**
- Attend Orientation on **JANUARY 8**
- Email HR ([Elena.sharma@utah.edu](mailto: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](http://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 (and the evaluation form) by last day of class (**APRIL 22**), at least one event must be attended live on Zoom. The full URES Schedule is always available online at [our.utah.edu/events/ures](http://our.utah.edu/events/ures).
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- Complete the **UROP Final Report** by the last day of class (**APRIL 22**). Submit the Final Report online at [https://ugs.formstack.com/forms/urop\\_final\\_report](https://ugs.formstack.com/forms/urop_final_report)
- Present my research at the **Undergraduate Research Symposium (URS)** before I graduate.