

## College of Science and Health

# UNDERGRADUATE RESEARCH ASSISTANT PROGRAM---URAP

### **STUDENT CHECKLIST (upon receipt of award)**

- Accept the award by emailing [CSHResearch@depaul.edu](mailto:CSHResearch@depaul.edu) with the subject line "URAP Acceptance".
- Schedule hiring meeting with the Department Assistant for the department in which you will be working (the contact information will be listed in the second paragraph of the award letter)
- Complete student worker hiring process
- Enter hours worked biweekly in Campus Connect Timesheet
- Confirm hours read "Approved" by faculty mentor in Campus Connect; details can be found on the Office of Student Employment website:  
[https://studentemployment.depaul.edu/youre\\_hired/getting\\_paid/](https://studentemployment.depaul.edu/youre_hired/getting_paid/)
- Between November and January, complete the annual General Compliance Training (notification email will be sent to your DePaul inbox).
- Present your research at the [DePaul Undergraduate Research Showcase](#) in November (be sure to get faculty input on your poster submission and presentation).
- You are encouraged but not required to submit a manuscript for publication in [DePaul Discoveries](#) (due February 1).
- At the end of each funded quarter, meet with your faculty mentor to complete the joint Faculty-Student Evaluation and email it to [CSHResearch@depaul.edu](mailto:CSHResearch@depaul.edu).

### **FACULTY CHECKLIST (upon receipt of award)**

- Accept the award by emailing [CSHResearch@depaul.edu](mailto:CSHResearch@depaul.edu).
- Approve student hours biweekly (either directly in PeopleSoft or to your department's approver)
- Review and approve student's presentation submission and poster for the [DePaul Undergraduate Research Showcase](#).
- If appropriate, supervise and work with student to submit a paper to [DePaul Discoveries](#)
- At the end of each funded quarter, meet with your student to complete the joint Faculty-Student Evaluation and email it to [CSHResearch@depaul.edu](mailto:CSHResearch@depaul.edu).

Any questions should be directed to Dr.  
Susan McMahon, Associate Dean for Research at [smcmahon@depaul.edu](mailto:smcmahon@depaul.edu).