STUDENT CHECKLIST (upon receipt of award)

☐ Accept the award by emailing 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/

☐ 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.

FACULTY CHECKLIST (upon receipt of award)

☐ Accept the award by emailing 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.

Any questions should directed to Dr. Susan McMahon, Associate Dean for Research at smcmahon@depaul.edu.