College of Science and Health
UNDERGRADUATE RESEARCH ASSISTANT PROGRAM---URAP

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 the winter quarter (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 Faculty and Student Evaluation Forms here on Google Drive. Both students and faculty should sign in with their DePaul credentials and select the appropriate form.

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 Faculty and Student Evaluation Forms here on Google Drive. Both students and faculty should sign in with their DePaul credentials and select the appropriate form.

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