

University of Idaho INBRE Undergraduate Fellowship

STUDENT ONE-PAGER

Important Dates for the 2024 Summer Fellows Program

DATE	INBRE EVENT
Friday, April 19 th	Student Research Plans due to Ashley (Preceptor will complete in coordination with student)
Monday, May 20 th	9am-11am - Fellows meet with the INBRE office (Mines 319) for orientation/onboarding. 11am - Fellows go to the research laboratories (get acquainted, go over expectations, training, etc.)
Tuesday, May 21 st	10am-4pm - INBRE (UI/NIC/LCSC) Kickoff Day (UI campus; ISUB Crest/Horizon Room) & 5pm-7pm - Dinner (Best Western, University Room). (Students required all day; Preceptors are invited!)
Wednesday, May 29 th	11am-1pm - First <u>required</u> weekly seminar (lunch provided); Mines 319 Required weekly seminars are held every Wednesday at this time.
Thursday, June 27 th	9am-12pm - INBRE Picture Day (laboratory photos) with photographer Jerome Pollos 5pm-7pm - Director's Reception (required for students and Preceptors) 1912 Center, Moscow, ID
Mon-Wed, July 29 th -31 st	INBRE Statewide Summer Research Conference Best Western University Inn, Moscow, ID

BEFORE SUMMER FELLOWSHIP

- Stay in communication with your faculty Preceptor to know their expectations for working in their laboratory.
- **Work with your faculty Preceptor to create a Student Research Plan. Your Preceptor will submit this Plan to ashley@uidaho.edu on/before April 19th.** Ashley will confirm that all appropriate approvals from UI Institutional Review Boards are in place.
- In April, Ashley will contact you to complete the UI Employee Onboarding. See link for the complete list of steps: [Employee Onboarding - Human Resources | University of Idaho \(uidaho.edu\)](#)
 1. **Complete Criminal Background Check** (if non-UI and/or dealing with sensitive data). You will receive an email from clientservices@verifiedcredentials.com to initiate this process.
 2. **Submit I9** (if new to UI or I9 is more than 3 years old)
 3. Once you complete all required Human Resources (HR) paperwork, Whitney will enter your Employee Personnel Action Form (required for you to be paid accurately and on-time). Whitney will contact your Preceptor with a research supply budget.
 4. Lastly, through the Office of Information Technology (OIT), Ashley will have your UI employee account created. You will be notified when you have an account.
 - With your UI account, **login to MyUI** (previously Vandalweb) **and update:**
 - Enter your personal information (address, emergency contacts, etc.)
 - Complete W4 - tax deductions
 - Setup Direct Deposit (for paycheck)
 - Access/Submit Timesheet ([banner-9-time-and-leave-entry-quick-reference-guide-employees.pdf \(uidaho.edu\)](#))
 - Sign up to receive Vandal Alerts [See 'Personal Information' tab]

REQUIREMENTS DURING SUMMER FELLOWSHIP

- **Monday, May 20th** will be orientation and your first day in the laboratory. Orientation begins at 9am, and then you'll go to your laboratory at 11am to meet with your faculty Preceptor.
- **Tuesday, May 21st Kickoff Day UI/NIC/LCSC.** You are required to attend all orientation events AND dinner.
- Complete **CITI Responsible Conduct of Research (RCR) training** unless you have done so within the last 3 years.
- Complete all required laboratory training required by your Preceptor.

- (i.e. Hazardous waste training, Lab safety training, etc.)
- A National Institutes of Health (NIH) **eRA Commons ID** will be created for you, and you will receive an email link to complete your required profile information.
- Attend ALL INBRE weekly seminars (in Mines 319 every Wednesday 11am-1pm (starting May 29th; includes free lunch).
- Create a personal LinkedIn profile (if you have not already) and “Follow” [Idaho INBRE](#).
- Submit your timesheet every two weeks. Ideally, you should submit on the Friday you complete the two weeks of work, but you must submit no later than Monday at NOON, so Ashley can approve by the Tuesday deadline. Failure to submit on time will result in a delay in your next paycheck. Hours entered incorrectly will be returned for correction.
- Create a research poster to present at the **Idaho INBRE statewide summer research conference (July 29-31)**.
- Participate in evaluation surveys and annual reporting coordinated by Ashley.

TIMESHEET NOTES

- UI employees are paid biweekly. ***Important note: the university is on a two-week pay lag, meaning each paycheck is for the pay period that ended two weeks before the paycheck is issued. You will receive your first paycheck on the second payday after you start work.*** Be sure to plan accordingly to cover your expenses during this time.
- As a student employee, you cannot work more than 40 hours/week. Overtime is not permitted. Timesheet weeks run Sunday – Saturday.
- **You cannot claim hours on holidays.**
 - Memorial Day (May 27th)
 - Juneteenth (June 19th)
 - Independence Day (July 4th)
- **You cannot claim more than 400 allotted hours** – You are responsible for keeping track of your submitted hours. Contact Ashley (ashley@uidaho.edu) with questions.
- **Any absence(s) during the INBRE Fellowship must be approved by both your faculty Preceptor and the INBRE office.**

TIPS FOR SUCCESS

- The INBRE Fellowship is an educational experience & you will have activity that is not recorded as working hours.
- Check your email every day and respond within 24 hours.
- Keep a laboratory notebook [*One will be provided to you by INBRE*]. [7 Reasons you need a laboratory notebook - Labfolder](#)
- Dress appropriately for laboratory work. Basic guidelines here: [Guideline on Laboratory Attire](#)
- Dress professionally during Kick-Off dinner, presentations, and conferences.
- Be (early) on time for all scheduled laboratory times, seminars, etc.
- Read the peer-reviewed, scientific literature in your field.
- Engage with your lab mates, faculty preceptor(s) and other INBRE Fellows and ask questions.
- Practice your “pitch” (i.e., learn how to quickly and clearly describe the motivation for your research, your hypothesis, experimental plan, and your results to a broad audience).
- Start working on your poster early.
- Develop and keep your professional network.
- Develop professional and personal career goals (e.g., graduate or medical school, biomedical industries, etc.) – discuss with your preceptor or the INBRE team.

QUESTIONS?

Idaho INBRE Evaluation Director and Program Administrator: Ashley Bogar, M.S. (ashley@uidaho.edu)
 UI Campus Lead/Student Coordinator: Dr. Nathan Schiele (nrschiele@uidaho.edu)