



2022 STUDENT HANDBOOK

Undergraduate Biology Research Program
The University of Arizona

ubrp.arizona.edu

Welcome to the Undergraduate Biology Research Program!

The Undergraduate Biology Research Program (UBRP) is an educational program designed to teach students science by involving them in biologically related research. Students are paid for their time in the lab, where they develop an understanding of the scientific method, receive a realistic view of biological research, and are mentored by faculty. They also acquire the tools necessary to be successful in post-graduate studies in biology should they choose careers related to biology or research. Students begin UBRP with a full-time summer research apprenticeship, and then have the option to continue in UBRP on a part-time basis during the academic year, to accommodate classes.

The purpose of UBRP is for participants to learn and participate in the **conduct of research**, hone your **professional skills** (such as science communication, presenting a scientific poster, comprehending ethical issues related to science, etc.), learn about the **breadth of research** being done on campus, and join a **community** of scholars. This is a great opportunity for you to learn a lot and to have fun!

Expectations

Finding a Lab

- Acceptance into UBRP is contingent upon you finding a mentor with whom to work. Once you identify a **UBRP mentor** with which to work this summer, you and your mentor must sign a Commitment Form to finalize your acceptance into the program.
- If you do not currently have a faculty mentor, you must attend a **“Conversations with Faculty”** meeting. If you have a class or work conflict, let the directors know. This event will aid you in your search for a mentor and to learn more about variety of biological research being done on campus.

Getting Hired to Become an Official, Paid Researcher

- If you have **never been employed** by the University of Arizona, you must review the **UBRP Payroll Information** and present your hiring documents to Vince Leon, the UBRP Accountant.
- If you have been **previously employed by UA, but aren't working at UA now**, you will need to present your hiring documents to Vince Leon, the UBRP Accountant.
- **If you are currently employed by UA**, that is, you report hours using UAccess Employee and you receive a paycheck and **will continue to be employed through the spring semester**, you do not have to do anything for hiring. We will simply add your UBRP position, and you will be able to report hours for this position at the start of the program this summer.

You will receive additional information regarding payroll meetings by e-mail. Required hiring documents include a US passport, or combination of driver's license and original social security card; please have these ready.

UBRP Orientation

- All new students are required to attend **UBRP Orientation**, to be held on the Monday after spring semester finals.

Scientific Research: Learn by Doing

- You will **conduct research** with your UBRP mentor on a full-time basis this summer for 35 hours per week, for a minimum of 12 weeks.

Practice Sharing Knowledge & Participate as a Scientific Community Member

- New students will participate in **UBRP's Wednesday Meetings**, alternating seminars and workshops held each Wednesday afternoon from 3:30 PM to 5:00 PM, May through August, locations to be determined on campus. Continuing students will participate in the workshops. Seminars will be optional for continuing students.

- You will submit a **press release and evaluation** of your summer experience in July.
- You will present a poster at the **Annual UBRP Conference**, which will be held on campus in mid-January. You will also present a poster at subsequent UBRP Conferences each January if you continue to participate in UBRP in the following summers and academic years. Abstract submissions for the conference will be due in early December.
- You are strongly encouraged to participate in **supplementary activities**: the UBRP Ethics Retreat in May, field trips, social events, UBRP Ambassador meetings, KXCI's Thesis Thursday radio show, and Pen Pals. These activities are a fun way to get to know your fellow scholars and improve your science communication skills.

Required Hours and Timesheets

Timesheets are due every two weeks. You will need to determine an appropriate time to have your timesheet submitted for approval with your Time Approver. You should also be aware of who your back-up Time Approver is, in case your primary Time Approver is unavailable.

Wages

New students will earn \$13.00 per hour, and continuing students will earn \$13.50 per hour.

Training & Safety

Training in ethics and other topics will be provided at UBRP Orientation; you will receive the Undergraduate Responsible Conduct of Research Certificate. However, research mentors are responsible for providing the primary training for their respective research projects (chemical safety, radiation safety, animal care, etc.). Students should ask their mentors for what training they will need for their projects, and how to obtain it. You can find more information about common trainings for students on the Undergraduate Research website: <https://ur.arizona.edu/resources/training>.

Despite the University of Arizona's priority and best efforts to keep research faculty, staff, and students safe in the laboratory and field environment, research is an activity done at one's own risk and any accidents in the lab or field would only be covered by a student's own insurance. For this reason, **it is strongly recommended that UBRP students hold personal medical insurance**. If you do not currently have medical insurance, the University of Arizona's Campus Health Center provides student health insurance at decent rates: <https://www.health.arizona.edu/fees-insurance>.

The University/State of Arizona does have a supplemental accident insurance policy which may help to cover additional costs beyond any personal insurance a student holds in the case of an accident, but it is not comprehensive, and it only applies to individuals who hold their own personal health insurance.

If an accident should occur in the lab or field, be sure to follow proper protocol and notify your faculty mentor to properly report the incident.

Staying in Good Communication

UBRP students are expected to read their e-mails and stay in good communication regarding any concerns and questions. All UBRP students are added to the UBRP e-mail listserv and will also receive the UBRP Gazette e-newsletter on a quarterly basis.

In the case of absences (illness, vacation, etc.), students should notify both their small group leaders, faculty mentors, and research group staff as appropriate. Students missing a Wednesday Meeting should contact both their small group leaders and the program directors.

Continuing in and Returning to UBRP

Pending positive mentor and student summer evaluations, students can remain in UBRP until graduation, provided they remain in the program continuously by participating in UBRP every academic year and summer. During the summer, all positions are paid, and students work 35 hours/week for a minimum of 12 weeks. During the academic year, students must be able to devote 10 hours/week to research, and not all positions are paid; depending on their situation, students may work for pay, academic credit, or as a volunteer:

- Students who are eligible for federal work-study funding will have a paid UBRP work-study position during the academic year.
- Students who are not eligible for federal work-study funding can be paid for their work if their mentors are able to provide 100% of their wages. Otherwise, students may elect to continue in UBRP as a volunteer or for academic credit (honors thesis, independent study, etc.).

Students interested in continuing in UBRP for the academic year must submit a **Continuation Request** by the end of summer. More information and directions will be forthcoming.

Students who do not continue in UBRP during an academic year or summer must reapply to UBRP and be selected to return to the program in the following summer. Applications are available every year on October 1st and are due on February 1st at 5:00 pm, to begin the following summer.

Switching Mentors

A change of mentors is allowed only once during a student's time in UBRP. There must be a valid reason and you must obtain the Director's permission. UBRP encourages students to remain with a single mentor as long as possible, to allow for in-depth research and the experiences which accompany it (publishing, presenting, etc.).

Summer School

UBRP participants are not permitted to take summer classes to accommodate full-time work in research and to allow for time to participate in professional development and community building activities throughout the summer.

Housing

Students are responsible to find their own housing for the summer, however UBRP may be able to assist with providing information to students regarding housing opportunities.

Contact Information

If you have any questions or concerns, please contact us:

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