

UBRP STUDENT HANDBOOK



THE UNIVERSITY OF ARIZONA

Undergraduate Biology
Research Program

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!

Your Research Mentor

- Acceptance into UBRP is contingent upon you finding a mentor with whom to work. Once you identify a **UBRP mentor** with which to work, you and your mentor must sign a Commitment Form for each season (summer or academic year) you are active in the program.

Employment Status

- UBRP students are employed by the University of Arizona as **student research assistants** through the Department of Molecular and Cellular Biology.
- Students who have not been previously employed by UArizona must complete **UArizona's Human Resources hiring process**, including providing proper hiring documentation. Required hiring documents include a US passport, or combination of driver's license and original social security card; please have these ready.

- Students will report hours through **UAccess Employee**; these hours must be approved by their designated time approver in order to receive pay. Students should abide by all timesheet deadlines and sign up for direct deposit.
- The UBRP Accountant is **Vince Leon**; you can reach him at vleon@arizona.edu, (520) 621-0245, or in Biological Sciences West #310 if you have questions regarding hiring or payroll.

Students will receive additional information regarding hiring and payroll directly by e-mail.

Summer Activities

- **UBRP's summer** spans from the Monday after spring graduation through the Sunday prior to fall classes.
- All new students are required to attend a full-day **UBRP Orientation**, held each year on the Monday after spring graduation.
- Participants are to **conduct research full time** (35 hours/week) for a minimum of 12 weeks during this interval.
- New students are required to participate in **UBRP's Summer Wednesday Meetings**, which alternate between seminars and workshops held each Wednesday afternoon from 3:30 PM to 5:00 PM, starting the week after UBRP Orientation through the first Wednesday in August.
- Continuing students (those who are participating for a second or third summer in UBRP) are required to participate in workshops; seminars will be optional for continuing students.
- **Sharing the impact of your research experience** is valuable for self-reflection and for letting others know what you have learned. Students will learn to "tell your story," and write and submit online posts and impact letters as part of the UBRP experience.
- Both students and mentors will submit individual **evaluations** of the summer experience in July.
- You are strongly encouraged to participate in **supplementary activities**, including the UBRP Ethics Retreat, 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 to improve your science communication skills!

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 reasonable 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.

UBRP Conference

- Students will present a poster at the **Annual UBRP Conference**, which will be held on campus in January. Continuing students will also present

posters at subsequent UBRP Conferences each January they remain active in the program.

Continuing In and Returning to UBRP

Pending positive mentor and student summer evaluations, students can remain active 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 for the following summer. Applications are available every year on October 1 and are due on February 1 at 5:00 pm, for the upcoming summer.

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 Summer Wednesday Meeting should contact both their small group leaders and UBRP staff.

UBRP Policies

- **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. Students are eligible to stay on campus during the summer by making arrangements with Residence Life. Students may utilize UBRP's Discord server to post or check for additional housing options.
- **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.).

Contact Information

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

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