

## **BMD RES 199 2024-2025 - Enrollment Instructions**

Note: All 199 enrollments will be handled electronically only. There will be no paper forms. Submission will be through a Box link. Please see below:

### ***Contract Deadlines: Thursday of Week 2***

- ***Fall 2024- Thursday, October 10, 2024 1:00PM.***
- ***Winter 2025- Thursday, January 16, 2025 1:00PM.***
- ***Spring 2025- Thursday, April 10, 2025 5:00PM\*.***

### **Contract Enrollment:**

- 1) Go to [MyUCLA](#) and create a contract for BMD RES 199 (select the upcoming/current quarter). Select your faculty mentor from the drop-down menu. Be sure to make the contract **letter-graded and 4 units**.

**NOTE:** *You will need to complete the Lab Safety Fundamental Concepts course before you create your contract. Once completed, the training is good for one year. If you have not satisfied the training requirement, you will be given a link to the safety training website and will not be able to create your contract until your training is complete and verified. It can take up to 24 hours for the system to verify your status after you complete the training course.*

- 2) For the project description, enter "see attached proposal".
- 3) For the section titled "tangible evidence of proof of work completed", enter "quarterly research paper".
- 4) Review your contract to make sure that the correct course number, quarter, number of units, letter-grading and faculty mentor are all correct.
- 5) Create a PDF of the contract and send it to your PI for their signature. If your PI is unable to sign the PDF, they can email [Enika Tumanov](#) directly with the subject header: "**BMD RES 199 contract approval for <your name>**".
- 6) *Please note that the Chair's Signature is not required on the contract.*

### **Proposal:**

Your proposal should be 1-3 pages and should describe your project for the quarter.

- a) Please include your name, student ID # and email address on the first page; name and student ID# should appear on every subsequent page, pages should be numbered.
- b) Please include a brief introduction to your project, the specific aims and goals for the quarter, a brief description of the experiments that you plan to conduct this quarter to address these aims, and how the results of your analysis might help to inform your project.
- c) If you will be participating in the Collaboratory workshops, please provide a list of the workshops you will be attending in lieu of the proposal.

### ***Final Report Deadlines: Friday of Finals Week***

- ***Fall 2024- 5:00PM Friday of Finals Week (December 13, 2024)***

- **Winter 2025- 5:00PM Friday of Finals Week (March 21, 2025)**
- **Spring 2025- 5:00PM Friday of Finals Week (June 13, 2025)**

*\*Note: If you are a graduating senior your thesis is due on Friday of Week 10, not Finals Week. We need additional time for final approval of your thesis requirement for degree clearance.\**

### **Submitting your Contract and Proposal:**

- 1) **Please name the files for your contract and proposal as follows:**

contract – “<LAST NAME>\_<FIRST NAME>\_BR 199 CONTRACT”

proposal – “<LAST NAME>\_<FIRST NAME>\_BR 199 PROPOSAL”

- 2) **Please submit your contract and proposal through the following Box link:**
- 3) <https://ucla.app.box.com/f/f432e3b879774c4ca8b746f8628dc111>
- 4) **The deadline for contract and proposal submission is typically Thursday of Week 2 at 1:00pm\*.** Please be sure to submit your contract by the deadline, so we can meet the Registrar's deadline for your enrollment.

### **Final Report Submission:**

- 1) **By Wednesday, Week 8 of the quarter** - Turn in a draft of your 199 report to your faculty research sponsor for review. *The draft does not need to be submitted to the minor.*
- 2) Sometime during **Week 9**, pick up your draft with comments from your faculty research sponsor. *Keep the draft for your records, a copy of your draft does NOT need to be submitted to the minor.*
- 3) Turn in your final paper (and your draft) to your PI at the mutually agreed upon date that you and your research sponsor set at the beginning of the quarter.
- 4) Turn in a copy of your final, signed paper at the Box link below no later than **5:00 PM on Friday of Finals Week**. If you have any concerns about this deadline please contact Enika Tumanov by Week 8.
- 5) Submissions files should be labelled as follows: **BMR 199 Final Report\_Quarter Year\_LastName, FirstName** (e.g., *BMR 199 Final Report\_Spring 2025\_Tumanov, Enika*)
- 6) Please upload your final report to the following Box link:  
<https://ucla.app.box.com/f/aa31fcc708944986931fcb5d236f7bf0>

If you are graduating this quarter you will receive specific instructions via email regarding thesis submission and deadlines.

If you have any questions, please feel free to contact Enika Tumanov ([etumanov@lifesci.ucla.edu](mailto:etumanov@lifesci.ucla.edu)).