

BMD RES 199 Fall 2020 - Enrollment Instructions

Note: All 199 enrollments will be handled electronically only. There will be no paper forms.

Deadline – Wednesday of Week 2 (Oct. 14, 2020)

Research projects:

Please note that **all 199 projects this quarter must be remote only**. (A subset of you may also be conducting research in-lab on a volunteer basis. Please see below for the requirements for in-person research.)

BMD RES 199 projects may include (but are not limited to):

- a) doing data analysis or computational work related to your project (this may involve analysis of data generated by you or someone else in your lab);
- b) conducting a literature review and expanding your knowledge base for your project;
- c) writing a review article (in your field of research) for the Undergraduate Science Journal or a similar forum.

Please discuss these options with your PI to determine what your 199 project will entail.

[IN-LAB VOLUNTEER WORK - A limited number of students may be allowed to do in-person work in the lab on a case-by-case basis. This work is to be done on a volunteer basis only. Students performing in-person lab work must be added to the laboratory's Research Operational Plan. Only students who were members of their lab prior to the COVID-19 closures last Spring are eligible to be added to the lab's Research Operational Plan. Other considerations may come into play, depending upon your lab. Please consult with your PI if you are eligible and would like to conduct in-person work. Students conducting in-person work in laboratories at the School of Medicine (including MIMG labs) may also have to register with UCLA Health as non-clinical volunteers.]

Contract:

1) Go to MyUCLA and create a contract for BMD RES 199, Fall 2020. 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. 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 Dr. Clark or Mr. Ramos directly with the subject header: "**BMD RES 199 contract approval for <your name>**".

Proposal:

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

a) If you are planning to conduct data analysis related to an ongoing research project in your lab, your proposal should include a brief introduction to the project, the specific aims and goals for the quarter, and a brief description of the experiments that have or will be done to generate the data you will analyze (even if those experiments are done by others in your lab), and how the results of your analysis might help to address your specific aims.

b) If you are planning to do a literature review, please provide a brief introduction to the biological problem(s) you will be investigating in your literature review and either a list of papers you plan to read or a list of the topics you plan to investigate in your literature review.

c) If you are planning to write a review article, please provide a brief introduction to the biological problem(s) you will be discussing in your review and an outline of the questions or areas you plan to address in your paper.

What you need to send us for 199 enrollment:

1) Email Jayro Ramos (jramos@lifesci.ucla.edu) your signed contract and proposal. Please use the subject header: "**BMD RES 199 contract - <your name>**".

2) **Please make sure that your 199 will not put you over 19 units.** If you are currently enrolled in 16 or more units, you will need to drop a course or petition the College for additional units before we can enroll you in 199.

3) **The deadline for submission is Wednesday, Oct. 14.** Please be sure to get your contract to Jayro by Oct. 14, so we can meet the Registrar's deadline your enrollment.

If you have any questions, please feel free to contact Dr. Clark (iclark@ucla.edu) or Mr. Ramos (jramos@lifesci.ucla.edu).