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.

Deadline – Wednesday of Week 2 (Apr 6th, 2022)

Contract:

1) Go to MyUCLA and create a contract for BMD RES 199, Spring 2022. 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 <u>Lab Safety Fundamental Concepts</u> 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 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) 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.

b) 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.

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**:
https://ucla.app.box.com/f/a526a0826df84c09b5a20c537b659d79

3) **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, Apr. 6.** Please be sure to submit your contract by Apr. 6, so we can meet the Registrar's deadline for your enrollment.

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