Creating an SRP-99 Contract: Walkthrough

Before you enroll:

- Do not fill out a contract until you have a faculty mentor that has agreed to accept you into their lab
- You must have full time status before creating a contract
- If you are enrolling in 18 or more units, you must petition with your college advising unit (AAP, Honors, L&S) for additional units prior to submitting your contract.
- IF required, you must provide proof of completion for Lab Safety Fundamental Concepts training with your signed contract.

Creating a Contract:

1. Log on to MyUCLA
2. Click on “Contract Courses” under the “Classes” tab
3. Select “Submit a New Contract”
4. Read and click “Continue”
5. Select the appropriate Year and Term from the drop-down menu and select “Student Research Program”
6. Read the enrollment instructions
7. Select the “Subject Area” for your SRP – this will be your faculty mentor’s department
8. Read all of the requisite requirements and click “Continue”
9. Choose your faculty mentor from the drop-down menu
10. Select the number of units – this is based on the time commitment you have established with your faculty mentor
11. In the “My Research Plan” box, organize your paragraph according to the following sentence structure:
   - Introductory sentence providing background
   - Sentence clearly stating the hypothesis of the project
   - Sentence describing the methods/techniques you will use to test the hypothesis
   - State what you expect your data to show relative to your hypothesis
   - State the significance of your results
   - Make sure to write the plan in first person
   - Example: Infection with the STD Chlamydia results in upregulation of cytokines, or proteins that are important for immune responses. I hypothesize that tissues taken from Chlamydia-infected mice will have higher levels of the inflammatory cytokines TNF-α and IL-6. To test this, I will measure TNF-α and IL-6 in homogenized tissues of control and Chlamydia-infected mouse genital tracts by ELISA. This data will provide insight into the mechanism whereby animals can naturally fight Chlamydia-infection.
12. Review your contract and agree to the terms
13. If required, you need to complete Lab Safety training BEFORE submitting your contract to the URC office.
14. Read instructions thoroughly and print contract.
15. Have your faculty mentor sign it.

Submit the signed contract to 2121 Life Sciences Building by 5pm of Friday Week 2 with proof of completion of Lab Safety Training if required.