

Dear new SRP mentor:

Welcome to the Student Research Program. We appreciate your willingness to mentor an undergraduate student in research. We are giving you this packet today to help orient you to the program and to answer some common questions. If you need further assistance, please feel free to contact the Undergraduate Research Center – Sciences office at 310-794-4227 or Urcsem@lifesci.ucla.edu

Sincerely,

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Director, Undergraduate Research Center – Sciences UCLA
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Student Research Program Basic Information

SRP Program Background

UCLA's Student Research Program (SRP) was founded in 1985, with 90 students and 150 faculty participating each quarter. Interest in the program has grown steadily over the years. To date, more than 15,000 students have participated in SRP. Approximately 80% of the students assist with research in the School of Medicine and in the Life and Physical Sciences, and approximately 20% in the Social Sciences, the Humanities, the School of the Arts, and the other Professional Schools.

The SRP assists undergraduates in obtaining research skills, in defining academic interests and objectives, and in becoming part of the larger university research community. SRP is designed as an entry level experience, particularly suited to lower-division and first-quarter transfer students, and allows undergraduates early in their academic career to participate in research or engage in scholarly efforts under the direction of a faculty mentor. After completing SRP, many undergraduates seek greater engagement in research and eventually complete independent study or honors thesis courses.

How the Program Works

- Students receive one unit of credit for 3-5 hours of work per week or two units for 6 or more hours of work. Students in the College may take up to 10 units of SRP credit during their undergraduate career. Only 6 of those units will count towards graduation. Once a student has completed six units of SRP he/she may enroll in an additional 4 units without credit applied toward the degree. *SRP units do not count towards the maximum units allowed.* Each student can only submit one SRP contract per quarter.
- A student enrolls in SRP (Course 99) by submitting his/her signed SRP contract (available on MyUCLA) to the appropriate Undergraduate Research Center. SRP contracts must be filed by 5:00pm Friday of second week (excluding zero week) for Fall, Winter, and Spring. For Summer, contracts are due Friday of 2nd week for all sessions: Summer Session A (6 week), Session A (10 week), and Session C (6 week).
- All undergraduates in good academic standing and enrolled full-time (not including SRP units) are eligible to enroll. If students are enrolling in more than 19 units they must petition the College Advising unit (AAP, Honors or L&S) for additional units prior to submitting the SRP contract.

Expectations and Grading

As an SRP mentor, you can take on a maximum of 10 SRP Students each quarter. Students are expected to be active participants in the research process, and mentors are discouraged from assigning SRP students clerical work or menial tasks. It is between you and your SRP students to establish the specific hours a student will work in your lab, as well as any make-up hours for mid-terms or finals weeks. It is also your responsibility to communicate the terms of what constitutes a Pass or No Pass grade for the course (completion of a specific component of the research, completion of scheduled hours, etc). Grades must be submitted by 1 week after the end of finals week through the Gradebook Express system.

Scholarships and Other Resources

There are dozens of opportunities for undergraduate support administered by the Undergraduate Research Centers. If you are interested in receiving a quarterly newsletter which summarizes upcoming deadlines for undergraduate research scholarships, email URC-Sciences and the URC Director will add you to the quarterly mailing list.

Additionally, URC-Sciences offers a limited number of travel grants for students interested in presenting their research at conferences. The travel grant is awarded on a reimbursement basis only and covers a maximum of \$300 in expenses. For more information on the application process, please contact our office.

Safety Training Guidelines

- In compliance with University policy, all students enrolling in undergraduate research courses must complete the Lab Safety Fundamental Concepts (LSFC) course through the Environmental Health & Safety (EH&S) office. Only the departments of Mathematics, Psychology, and Atmospheric and Oceanic Sciences are exempt from this requirement.
- The LSFC training certification expires one year from the initial training date. Student researchers are required to enroll in an on-line refresher course through EH&S annually to keep their certification current.
- Students enrolling in SRP 99 or Departmental 199s/198s are required to provide proof of current certification for LSFC when submitting their enrollment paperwork and will not be enrolled without this certification attached to their contract.
- In addition to the Lab Safety Fundamental Concepts course, students may be required to take additional training courses depending on the field of study. A list of these guidelines can be found on the EH&S Training website below:
 - <http://ehs.ucla.edu/Pub/Lab%20Training%20Matrix.pdf>
- It is the mentor's responsibility to make sure that all students participating in lab research have completed the necessary training courses prior to beginning work in the lab.

For further information about safety training classes, please contact:

EH&S Training
(310) 794-5328
training@ehs.ucla.edu

For further information about SRP safety training requirements, please contact:

URC-Sciences
(310) 794-4227
urcsem@lifesci.ucla.edu

FAQ's about SRP 99 and Departmental 199s

What is the Student Research Program?

The Student Research Program or **SRP 99** is designed as an entry-level experience, particularly suited to lower-division and first-quarter transfer students, and allows undergraduates early in their academic career to participate in research or engage in scholarly efforts under the direction of a faculty mentor. The 99 is a one quarter commitment, however many students do one or two 99's before they matriculate to the next level of unit-bearing research, the Departmental 199. The URC's process enrollment for SRP 99 courses only.

What is the Departmental 199?

The Departmental 199 is designed for upper division students that are participating in an independent research project leading in most cases to the submission of a thesis or research paper. Most students sign on for 2 or 3 quarters of 199, and many departments offer this as a series (e.g. 199A, 199B, 199C). **198** is the honors version of the 199, and is offered for students going for College Honors. The Registrar/your home department handle enrollment for Departmental 199s.

How does the time commitment and grading criteria vary between 199s and 99s?

For SRP 99, students receive one unit of credit for 3-5 hours of work per week or two units for 6 or more hours of work. Students are assigned a Pass/No Pass based on their performance in the lab. Note: Students in SRP 99 must be graded through the Gradebook Express Portal.

For a departmental 199, students are expected to work a minimum of 16 hours and up to 20 hours per week for 4 units of credit. Students are assigned a letter grade and must submit a thesis/paper in addition to requirements which may vary from department to department.

How many students can I take?

For SRP 99 you can take up to 10 students per quarter.

For 199, the numbers vary by department.

Do I have to renew my participation as a SRP faculty mentor?

No, your participation is valid for the entire duration of your tenure at UCLA. If your contact information, scope of research, or office location changes, please re-submit Faculty Participation Form to our office so we can update our records.

How does a student enroll?

For SRP 99, a student enrolls in the course by submitting a signed SRP contract (available on MyUCLA) to the appropriate Undergraduate Research Center. SRP contracts must be filed with the Undergraduate Research Center by 5:00pm Friday of second week for each quarter.

For 199, the contract usually must be submitted by Friday of 2nd week, but final deadlines vary by department.

What are the prerequisites for the 199 or 99?

Both the Departmental 199 and SRP 99 require that students complete the Lab Safety Fundamental Concepts course *prior* to submitting their contract for enrollment.

For the 99, students must be full-time and in good academic standing.

For the 199, students need to check with their mentor's home department to make sure they satisfy any departmental pre-requisites.

Where does a student/mentor go if they have questions about 199 or 99?

For SRP 99, the student should go to the appropriate Undergraduate Research Center (URC). The Center location is determined by the Faculty's department. For faculty in Life & Physical Sciences, Medicine, Psychiatry, Engineering & Math -students should be directed to go to URC-Sciences in 2121 LSB. For Faculty in Humanities, Arts, Psychology and Social Sciences - they should go to the URC-HASS in A334 Murphy Hall.

For 199 questions, the student should go to the departmental office for their faculty mentor. URC-Sciences has a page on our website listing some of the most commonly requested departmental contacts listed under 'Getting Into Research' and 'Departmental 199s.'

What is expected of me as a mentor?

It is expected that you will give the student background reading in your field of interest. It is also expected that you will meet with the student periodically to keep track of the student's progress. For a 199 student, it is expected that the student will attend and participate in lab meetings and also submit a research report each term. You should also expect to be asked to write a letter of recommendation or serve as a reference for the student for their future job or professional school applications. For those unsure about mentorship, we recommend "[Advisor, Teacher, Role Model, Friend](#)": On being a mentor to students in science and engineering" by the National Academy of Sciences, The National Academy of Engineering and the Institute of Medicine.

FACULTY GRADEBOOK EXPRESS: INSTRUCTIONS FOR GRADE SUBMISSION

1. Go to <http://my.ucla.edu>
2. Click on the license plate icon to get to the MyUCLA login page. Enter your Bruin Online (BOL) login ID and password. Set the ID Type to Bruin Online. If you don't have a BOL account, see <http://www.bol.ucla.edu/services/accounts/>.
3. Once you've logged in you'll see a list of the classes you're teaching this term on the right side of the screen. Find the title of the class for which you wish to submit grades and click on the "Gradebook" link to start the grade submittal process.
4. You will be asked to choose between "Gradebook" and "Gradebook Express." Choose "Gradebook Express."
5. If you want help entering grades into your Gradebook, click on the "Set-up Gradebook Assistants" links. You will use this feature to give your TAs and/or departmental staff access to your Gradebook.
6. If you're ready to begin entering your grades, click on the "Enter" grades link if you plan to enter your grades one by one, or on the "Upload" grades link if you're planning to use a text file to upload your grades to your Gradebook. Please note that some grades require a remark. Suggested remarks for each grade type are available from the "Remarks" list-box.
7. To display an expanded view of your roster (e.g., wait-listed and dropped students) or to record a comment to a student, click on "Options" and choose the appropriate view.
8. After you have entered all the grades and required remarks, click "Review and Submit." Please note that you will not be able to submit your grades until you've entered a grade for every student on your roster.
9. Review the grades and remarks. If you need to correct a grade or remark, click either the "Enter" or "Upload" link. Make your corrections, and then click "Review and Submit."
10. Once you've reviewed your grades and are ready to proceed with the grade submittal process, click the "Submit Final Grades to Registrar" button.
11. If your transaction is successful, you will receive a confirmation page complete with your confirmation number and a record of the grades you submitted to the Registrar. Please print a copy for your records. If you are having problems submitting grades please send messages to: gradebook@college.ucla.edu

TEMPLATE FOR POSTING RESEARCH

Title of research:

Research description:

Qualifications: (Lab Safety Fundamental Concepts is required for all students, please indicate any other lab safety courses required to work in your lab)

Responsibilities:

Hours per week: (Please note for SRP credits: 3-5 hrs/wk = 1 unit; 6+ hours/week = 2 units)

Number of Positions Available:

Quarters recruiting: (Please indicate which quarters you are recruiting students for)

Contact info:

PI:
Dept:
Address:
Phone:
Email:
Website:

If you are interested please contact:

Name:
Phone:
Email:

E-mail to: urcsem@lifesci.ucla.edu in word format