

## FALL 2020 MCDB 198 & 199 ENROLLMENT INSTRUCTIONS

For those of you who are planning to enroll in one of the MCDB 198 or 199 independent research courses in the Fall quarter, please review the following information:

Due to an on-going goal to keep the campus population density low in order to mitigate the risks of spreading COVID-19, many students will not be able to return to their labs to complete in-person research. We also recognize that some students have been serving as essential workers and are listed on their labs Research Operational Plan.

**The MCDB department will allow students to enroll in MCDB 199, 199A, 199C, 198A, 198C during the Fall quarter, but we will require that certain criteria must be met for both in-person and remote projects, and all contacts will be approved on a case-by-case basis. We also have separate guidelines for third year students and fourth year students.** Please review the following information below very carefully. Maggie and Connie will be available to answer questions you may have after reading the guidelines.

### THIRD YEAR STUDENTS

As a third-year student, we understand that you may be eager to start receiving MCDB credit for your research this year. But due to the laboratory ramp-down you may not be able to work on a project in the laboratory for at least the Fall quarter, and possibly longer. Please keep in mind that you may only apply 12 units (three quarters) of MCDB research to your major requirements, and as most students remain in their labs through their fourth year, you will have the opportunity to complete the MCDB 198/199 quarters next year. For that reason, the department will be approving MCDB contracts for third year students performing the following types of projects:

#### **REMOTE PROJECTS – THIRD YEAR STUDENTS:**

##### **Literature Review:**

The department will NOT approve MCDB 199 or 199A contracts for literature review projects.

##### **Alternative contracts for Literature Review Projects:**

If you were planning to enroll in research this quarter for a literature review project, there may be alternatives to enrolling in an MCDB 199 or 199A project. If you are in the **Biomedical Research Minor**, please review their guidelines for BMD RES 199. The minor is accepting remote, literature review projects. If your faculty mentor's appointment is in another department, you can ask your PI if you can take a 199 under his/her department (MPHARM 199, MED 199, PEDS 199, etc.). Or you may consider completing an SRP 99 contract. For more information, please see the Undergraduate Research Center's website:

<http://sciences.ugresearch.ucla.edu/courses/srp/>

##### **Data Analysis/Computational Projects:**

If you and your faculty mentor have designed a remote project which is computational in nature or you are performing data analysis for an on-going project in your lab, and you meet all MCDB department pre-requisites for either MCDB 199 or 199A, you may submit your MCDB 199 or 199A materials as instructed below in the "MCDB 198/199 APPLICATION INSTRUCTIONS" section.

#### **IN-PERSON RESEARCH PROJECTS – THIRD YEAR STUDENTS:**

If you are a third-year student, and have been approved as an essential worker and are listed on your labs Research Operational Plan, please follow the instructions below in the "MCDB 198/199 APPLICATION INSTRUCTIONS"

## FOURTH YEAR STUDENTS

The department understands that as a fourth-year student you may be planning to fulfill up to 12 units of major requirements this year by completing either MCDB 198A-C or 199A-C.

The department will review all 198A, 199A, 199C proposals submitted on a case-by-case basis. Many of you may have been approved as an essential worker and are listed on your labs Research Operational Plan and have already returned to in-person research, or are working on remote data analysis projects with plans to return to in-person research in the Winter quarter.

### REMOTE PROJECTS – FOURTH YEAR STUDENTS:

If you and your faculty mentor have designed a remote project which is computational in nature or you are performing data analysis for an on-going project in your lab, or you are starting with literature review in the Fall with plans to move to a remote computational or data analysis project in Winter or in-person research, and you meet all MCDB department pre-requisites for either MCDB 198A or 199A, you may submit your MCDB 198A or 199A materials as instructed below in the “MCDB 198/199 INSTRUCTIONS” section after reading the this information regarding the proposal:

**MCDB 198A-C Proposals:** As stated on the MCDB website in the proposal guidelines, this proposal covers a full year project (MCDB 198A, B, C). It is important if you will be doing a remote project (either literature review or data analysis) in the Fall, that you include your plans for Winter and Spring as well. Are you planning to move from literature review to data analysis in Winter? Or are you planning to start in-person research in either Winter or Spring? We realize that your plans to return to the lab may change based on the status of COVID19 situation.

**MCDB 199A Proposals:** As stated on the MCDB website in the proposal guidelines, this proposal covers both 199A and 199B (a two-quarter proposal). It is important if you will be doing a remote project (either literature review or data analysis) in the Fall, that you include your plan for Winter quarter as well. Are you planning to continue with a data analysis project? Or are you planning to start in-person research? We realize that your plans to return to the lab may change based on the status of COVID19 situation.

### MCDB 199C Proposals:

As stated on the MCDB website, a revised proposal is required for MCDB 199C.

### Planning to apply for 196A/180A in Winter?

If you are planning to apply for the Winter/Spring offering of 196/180 to fulfill the lab requirement, please do not create a 199A contract. Create an MCDB 199 contract. If you are completing departmental honors research (198A/B/C) you can apply for MCDB 198A in Fall and apply for the 180A/B seminars to be taken in Winter and Spring. Please contact the MCDB Undergraduate Advisors for more information about combining the departmental honors research contracts with the 180A/B seminars to fulfill the laboratory requirement.

### IN-PERSON RESEARCH PROJECTS – FOURTH YEAR STUDENTS:

If you are a fourth-year student, and have been approved as an essential worker and are listed on your labs Research Operational Plan, please follow the instructions below in the “MCDB 198/199 APPLICATION INSTRUCTIONS”

## MCDB 198/199 APPLICATION INSTRUCTIONS:

Go to the “How to Apply & Enroll” page for the MCDB research course you are planning to enroll into:

MCDB 199A: <https://www.mcdb.ucla.edu/how-to-apply-and-enroll/>

MCDB 198A: <https://www.mcdb.ucla.edu/198-how-to-apply-and-enroll/>

MCDB 199: <https://www.mcdb.ucla.edu/199-how-to-apply-and-enroll/>

### Download and prepare all the documents listed:

- Acknowledgement Form
- Project Proposal
- Contract
- Outside Sponsor Agreement (if necessary – see the instructions on the website)
- Certification of In-Lab or Remote Research Project

### IMPORTANT INFORMATION FOR IN-PERSON RESEARCH PROJECTS:

If you are planning to apply for MCDB 198/199 in the Fall because you have been approved as an essential worker and are listed on your labs Research Operational Plan, you will be required to submit additional documentation on the Google form when submitting your contract and other materials:

- A copy of the personnel page of your PI’s Research Operational Plan which your name is included.
- A screenshot of your registration in UCLA Daily Monitoring survey:  
<https://ucla.app.box.com/s/96on1j6ynhy5c91jdpxxqyi39pl8x796>
- Proof of your completion of Worksafe Covid-19 Return to Work Module:  
<https://www.ehs.ucla.edu/training-support/courses> If you have any questions regarding access to this safety training please consult your lab’s manager.

### NEW LAB SAFETY CERTIFICATE ELECTRONIC VERIFICATION:

**Effective Fall 2020:** During the process of creating a contract, MyUCLA will electronically verify the student’s Lab Safety Fundamental Concepts (LSFC) training status. Students who have satisfied the training requirement will be allowed to create their contracts normally and their safety training status will be displayed on the contract. Students who have not satisfied the training requirement will be given a link to safety training website and will not be allowed create a contract until their safety training requirement has been verified. In most cases, verification can be done in real-time, but students will be warned that it may take up to 24 hours to verify their status after they have completed the safety training class.

### SUBMITTING YOUR MATERIALS:

When you have prepared all the required forms, please go to this google form:

<https://forms.gle/AihGpfGHPN6BFXMU6>

You will be able to upload all of your documents to the google form.

**DEADLINE TO SUBMIT MCDB 198/199 MATERIALS: WEDNESDAY, OCTOBER 14<sup>TH</sup>**