

WINTER/SPRING 2021

MCDB 196A/B and MCDB 180A/B APPLICATION INSTRUCTIONS

For those of you who are planning to apply for the Winter/Spring offering of MCDB 196/180, 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 lab's Research Operational Plan.

The MCDB department will allow students to apply to and enroll in MCDB 196A and MCDB 196B during the Winter and Spring quarters, but we will require that certain criteria must be met for both in-person and remote projects, and all applications will be reviewed 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 earning 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 Winter quarter, and possibly longer. Please keep in mind that you may only apply up to 12 units (three quarters) of MCDB research towards your major requirements, and as most students remain in their labs through their fourth year, you will have the opportunity to complete MCDB 196/198/199 courses next year. That being said, the department will allow third-year students to apply to MCDB 196/180 in Winter/Spring 2021 if they are performing the following types of projects:

REMOTE PROJECTS – THIRD-YEAR STUDENTS:

Literature Review:

The department will NOT allow third-year students to apply to MCDB 196/180 if you are conducting literature review projects in the Winter or Spring quarters.

Data Analysis/Computational Projects:

If you and your faculty mentor have designed a remote project that is computational in nature or you are performing data analysis for an on-going project in your lab, and you meet all pre-requisites, you may apply for MCDB 196/180 in Winter/Spring 2021. Please see the "Applying to MCDB 196A/B and MCDB 180A/B" section below.

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 lab's Research Operational Plan, please see the "Applying to MCDB 196A/B and MCDB 180A/B" section below.

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, including your lab requirement, this year by completing MCDB research courses.

The department will review all MCDB 196/180 applications submitted on a case-by-case basis. Many of you may have been approved as an essential worker and are listed on your lab's 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 or Spring quarters.

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 Winter with plans to move to a remote computational or data analysis project in Spring or in-person research, and you meet all pre-requisites, you may apply for MCDB 196/180 in Winter/Spring 2021. Please see the "Applying to MCDB 196A/B and MCDB 180A/B" section below.

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 lab's Research Operational Plan, please see the "Applying to MCDB 196A/B and MCDB 180A/B" section below.

Applying to MCDB 196A/B and MCDB 180A/B:

Go to the MCDB 196A and 196B page on our website: <https://www.mcdb.ucla.edu/mcdb-196a-and-196b/>.

Download and prepare all the documents listed:

- Undergraduate Researcher Application and Acknowledgement Form
- MCD BIO 196A* Contract (See instructions on Application Form)
- Project Proposal
- Faculty Mentoring Agreement
- Certification of In-Lab or Remote Research Project

If your P.I. has not already been approved as an eligible faculty research mentor for MCDB majors, you are required to submit your P.I.'s CV, as well as a project timeline.

NOTE TO 4TH YEARS WHO PLAN TO COMPLETE MCDB 198A-C (DEPARTMENTAL HONORS) THIS YEAR BUT ALSO WANT TO FULFILL THE LAB REQUIREMENT BY TAKING THE MCDB 180 SEMINARS: If you are in your fourth year and would like to fulfill your lab requirement by taking the MCDB 196/180 courses, but you also want to be eligible for Departmental Honors by completing MCDB 198A-C, you can apply by following all the MCDB 196/180 instructions on our website, but instead of preparing and submitting an MCDB 196A contract, you will submit an MCDB 198A or 198B contract. (*If you are a fourth-year student beginning Departmental Honors research in Winter 2021, please create an MCDB 198A contract. If you are a fourth-year student who began Departmental Honors research in Fall 2020, please create an MCDB 198B contract).

Your proposal should also be a yearlong proposal instead of a two-quarter project proposal. You can follow the proposal guidelines for MCDB 198A-C: <https://www.mcdb.ucla.edu/mcdb-198a-d-proposals/>. For students who enrolled in MCDB 198A in Fall 2020, you can submit the same proposal that you submitted in the Fall. If you began with a remote project (either literature review or data analysis) in the Fall, please be sure that your proposal includes your plans for Winter and Spring. Are you planning to move from literature review to data analysis in Winter or Spring? Or, are you planning to start in-person research in Winter or Spring? We realize that your plans to return to the lab may have changed based on the status of the COVID-19 situation.

Similarly, for students beginning Departmental Honors research (MCDB 198A) in the Winter, it is important that you include your plans for Winter, Spring, and Summer/Fall.

IMPORTANT INFORMATION FOR IN-PERSON RESEARCH PROJECTS:

If you are planning to apply for MCDB 196A/B in the Winter/Spring because you have been approved as an essential worker and are listed on your lab's Research Operational Plan, you will be required to submit additional documentation when submitting your contract and other materials:

- A copy of the personnel page of your P.I.'s Research Operational Plan on which your name is included.
- A screenshot of your registration for the UCLA COVID-19 Daily Monitoring survey:
<https://ucla.app.box.com/s/96on1j6ynhy5c91jdpxxqi39pl8x796>.
- Proof of completion of the COVID-19 Pandemic: Returning to Work on Campus training 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 of the required forms, please go to this google form:

<https://forms.gle/BN6XJEtfCEyky7cu5>

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

DEADLINE TO SUBMIT MCDB 196/180 MATERIALS: FRIDAY, NOVEMBER 13TH at 5:00 PM

2nd ROUND DEADLINE TO SUBMIT MCDB 196/180 MATERIALS: WEDNESDAY, DECEMBER 9th at 5:00 PM