

## WINTER 2021 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 Winter 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 lab's Research Operational Plan.

**The MCDB department will allow students to enroll in MCDB 199, 199A, 199B, 199C, 198A, 198B, and 198D during the Winter 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.

### **IF YOU WERE ENROLLED IN MCDB RESEARCH DURING FALL 2020:**

**If you were enrolled in MCDB 198A or 199A during Fall quarter, and are planning on enrolling in the "B" course in Winter, please follow the instructions below:**

- Create the 199B or 198B contract and get it signed by your faculty mentor
- Revised Proposal:
  - If your project has substantially changed since submitting your original 198A/199A proposal (i.e., moving from in-person to remote research, or from a literature review to a remote data analysis project) that was NOT detailed in your original proposal, please submit a revised proposal.
  - If your project has NOT substantially changed since submitting your original 198A/199A proposal please write "project not changed from 198A/199A" in the *description of project* section of the contract.
- Submit Certification of In-Lab or Remote Research Project
- If you are starting or continuing in-person research please include documents requested in "IMPORTANT INFORMATION FOR IN-PERSON RESEARCH PROJECTS" section in this document.
- **When you have prepared all the required forms, please go to this google form:**  
<https://forms.gle/rTehA4KwPqnPvumf7>
- If you were enrolled in **MCDB 199 during the Fall quarter** and are planning to enroll in either 198A or 199A in Winter, please follow the instructions below.

### **IF YOU ARE STARTING MCDB 198/199 DURING THE WINTER 2021 QUARTER:**

#### **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 Winter 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 lab's 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 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 a future 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 Winter with plans to move to a remote computational or data analysis project in Spring 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 Winter, that you include your plans for Spring and Summer/Fall as well. Are you planning to move from literature review to data analysis in Spring? Or are you planning to start in-person research in either Spring or Summer/Fall? We realize that your plans to return to the lab may change based on the status of the COVID-19 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 Winter, that you include your plan for Spring 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 the COVID-19 situation.

**MCDB 199C Proposals:**

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

**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 Winter 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 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/96on1j6ynhy5c91jdpxxqyi39pl8x796>
- Proof of completion of 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 the required forms, please go to this google form:**

<https://forms.gle/rTehA4KwPqnPvumf7>

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

**DEADLINE TO SUBMIT MCDB 198/199 MATERIALS: WEDNESDAY, JANUARY 13, 2021**