

SPRING 2021 MCDB 196, 198 & 199 ENROLLMENT INSTRUCTIONS

For those of you who are planning to enroll in one of the MCDB 196, 198, or 199 independent research courses in the Spring 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 196B, 199, 199B, 199C, 198B, and 198C during the Spring quarter, but we will require that certain criteria must be met for both in-person and remote projects, and all contracts 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 WINTER 2021:

If you were enrolled in MCDB 196A, 198A or 198B or 199A during Winter quarter, and are planning on enrolling in 196B, 198B, 198C, or 199B in spring, please follow the instructions below. If you were enrolled in 199B and planning to enroll in 199C in Spring, you are required to submit a revised proposal.

- Create the 196B, 198B, 198C, 199B, 199C 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. **NOTE: All 199C contracts require a revised proposal, 196B contracts do NOT require a revised proposal.**
 - If your project has NOT substantially changed since submitting your original 198A/199A proposal please write "project not changed from 198A/198B/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/P28n1mxrPpUShs9r6>
- If you were enrolled in **MCDB 199 during the Winter quarter you will have to continue with 199 in Spring quarter.** The department does not allow students to start 198A or 199A in the Spring quarter.

STUDENTS ENROLLING IN MCDB 180B (w/Dan Cohn) OR MCDB 145 (w/ Utpal Banerjee):

MCDB 180B students – you will be creating an MCDB 196B proposal, follow the instructions above. You do not need to submit a revised proposal.

MCDB 145 students – Connie will contact you to confirm which 196/198/199 contract you should create.

IF YOU ARE STARTING MCDB 198/199 DURING THE SPRING 2021 QUARTER:

THIRD YEAR STUDENTS

The department is NOT accepting MCDB 198A or 199A contracts in the Spring 2021 quarter. If you are starting in the lab during Spring (Spring would be your first quarter of upper division research) you may enroll in MCDB 199 if you meet the requirements below.

As a third-year student, we understand that you may be eager to start receiving MCDB credit for your research this year. 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 198A-C/199A-C next year.

REMOTE PROJECTS – THIRD YEAR STUDENTS:

Literature Review:

The department will NOT approve MCDB 199 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 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 a project in your lab, and you meet all MCDB department pre-requisites for MCDB 199, you may submit your MCDB 199 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" to submit an MCDB 199 contract.

FOURTH YEAR STUDENTS

If you are graduating in Spring, please follow the instructions for your 198B, 198C, 199B, 199C contract.

At this point, we are assuming that 4th year students graduating in Spring or Summer are not enrolling in a new MCDB research project (198A, 199A).

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

MCDB 198A-D: <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 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 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/P28n1mxrPpUShs9r6>

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

DEADLINE TO SUBMIT MCDB 198/199 MATERIALS: WEDNESDAY, APRIL 7, 2021