

SUMMER 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 Summer Sessions, please review the following information:

- The MCDB department will allow students to enroll in **MCDB 199, 199C, 199D, 198C, and 198D** during Summer. The department is NOT accepting MCDB 198A or 199A contracts in Summer 2021. You will have the opportunity to begin MCDB 198A-C/199A-C in the Fall.
- Contracts must be created for **Summer Session A – 10 weeks**. Six-week contracts or contracts for Summer Session C will not be accepted. The 10-week Summer Session A runs from Monday, June 21st through Friday, August 27th. All contracts will be approved on a case-by-case basis. We also have separate guidelines for third-year students and fourth-year students.

Maggie and Connie will be available to answer questions you may have after reading the guidelines.

IF YOU WERE ENROLLED IN MCDB 198B DURING SPRING 2021:

If you were enrolled in MCDB 198B during Spring quarter, and are planning on enrolling in MCDB 198C in Summer, please follow the instructions below.

- Create the 198C contract and get it signed by your faculty mentor
- Revised Proposal:
 - If your project has substantially changed since submitting your original 198A 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 proposal please write “project not changed from 198A/198B” 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/QNZX7ucaofuxGuEc6>

THIRD-YEAR AND FOURTH-YEAR GUIDELINES:

All MCDB 198D, 199C, 199D, or 199 contracts require a revised proposal.

THIRD-YEAR STUDENTS

MCDB 199 is the only contract we will accept for third-year students. Literature review projects will NOT be accepted for MCDB 199 credit. We generally do NOT apply Summer 199's towards major requirements unless students have received prior approval from us before enrolling in a Summer MCDB 199.

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 term 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. If your faculty mentor's appointment is in another department, you can ask your PI if you can take a 199 under their 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 will be working in the lab this Summer, 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 at the end of Summer 2021, you may enroll in 198C or 199C to complete the series. Please contact us if you are planning to enroll in any other type of research contract (198D, 199D, 199).

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

MCDB 198C or 198D: <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:

- Contract
- Project Proposal
- Acknowledgement Form
- 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 work in-person in the lab during Summer 2021, you will be required to submit additional documentation on the Google form when submitting your contract and other materials:

- A screenshot of your registration for the UCLA COVID-19 Daily Monitoring survey:
<https://ucla.app.box.com/s/96on1j6ynhy5c91jdpqxqyi39pl8x796>
- 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/QNZX7ucaofuxGuEc6>

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

DEADLINE TO SUBMIT MCDB 198/199 MATERIALS: WEDNESDAY, JUNE 23, 2021