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Introduction and General Program Information

Directors: Lori Adams
Associate Director: Brinda Shetty
Career Counselor: Chelsey Gates
Web site: http://iba.biology.uiowa.edu/

The Iowa Biosciences Academy (IBA) is a NIH-funded Initiative for Maximizing Student Development (IMSD) program. The UI IMSD was initially funded in 1999 and brought to its first cohort of students to campus that summer, under the leadership of then-PI Prof. Peter Nathan and co-director Bob Fellows. In 2001, Prof. Bev Davidson and Prof. Sarah England took over leadership of the program and a competitive renewal was awarded in 2004. Davidson stepped down in 2005, and in 2006, Prof. Vincent Rodgers became co-director. England and Rodgers were awarded another competitive renewal in 2008. England left University of Iowa for Washington University in 2011 and Prof. Lori Adams joined IBA as Co-Director in 2011. The grant received its third competitive renewal 2012, and its latest in 2019. The IMSD grant will be funded through 2022.

IBA is a highly competitive undergraduate research and academic enrichment program. The program identifies academically talented undergraduate, underrepresented, junior and senior students who aspire to research careers and gives them first-rate training that facilitates entry into doctoral programs in biomedical, behavioral, and biophysical sciences.

Iowa Biosciences Academy students have opportunities to work in research laboratories with faculty mentors during the course of their undergraduate careers. The program's faculty represents a broad range of disciplines in the basic and biomedical sciences. IBA students also benefit from specialized course work, career counseling, and academic advising for biomedical and bioscience careers.

Students selected for IBA must maintain good standing in academics and research. Good academic standing requires a GPA of at least 3.00 and is evaluated at the end of each semester. Good research standing is determined by each student's research mentor. Students work with their mentors throughout the academic year and summer.
## Contact Sheet

### Iowa Biosciences Academy
- **319-335-1322** Lori Adams, Director
- **319-335-0964** Brinda Shetty, Associate Director
- **319-467-1463** Chelsey Gates, Career Counselor
- **319-467-1483** Laura Kowalski-Bliss, Administrative Services Coordinator

### Payroll
- **467-0079** Karli Kirsch, Can answer any questions about payroll

### Website
- **335-1051** Steve Kehoe, Can answer any questions about the website

### Center for Diversity & Enrichment
- **335-3555** Blanca Ramirez, Multicultural Coordinator for science majors

### Graduate College & OGEI
- **335-2138** Joe Henry, Outreach and recruitment; graduate program fees

### Iowa Center for Research by Undergrads (ICRU)
- **467-0987** Bob Kirby, Director
- **467-0985** Melinda Licht, Program Coordinator

### Medical Scientist Training Program (MSTP)
- **335-6953** Pam Geyer, Co-Director Ulowa MSTP (MD/PhD)

### Minority Health & Health Disparities International Research Training (MHIRT) Program
- **384-4296** Marek Mikulski, Coordinates MHIRT

### Summer Research Opportunities Program (SORP)/McNair Scholars Program
- **335-2148** Diana Sproles, Coordinates SROP/McNair

### Women in Science & Engineering (WISE)
- **335-3511** Linda Varvel, Director of WISE On Campus Programs
Payroll for IBA Students

IBA Student Hourly Rate - $12.00/hour

If you have never been employed by the University, you will need to complete an I9 form with Human Resources. Please contact Karli Kirsch at 319-476-0079.

What should the new employee bring to this meeting?
- Bring Photo ID
- Login/Password for logging in to Employee Self-Service (HawkID)

Research/Lab Work Expectations
- Total number of hours in the lab should not exceed 15 hours/week during the academic year and 40 hours/week in the summer.
- Students are NOT allowed to receive academic course credit and be paid for the same work. Each 1 s.h. of academic credit will count as 3 hours of work.
  - State of Iowa policy for undergraduate student workers allow a maximum of 20 hours of work per week. IBA agrees with the intent of this policy, therefore, the academic credit work will be subtracted from the total 20 hour weekly maximum as put forth by the State of Iowa. Then, allowable IBA hours will be figured. For example: 3 academic credits of research = 20hrs – 9hrs = 11hrs/week remaining for IBA hourly wage.

How to submit your timesheet and get paid

Step One: Submit Your Hours On-Line.
1) Log onto MyUI using your HawkID and password.

2) Click HR Self Service (bottom of page). This will bring up your HR Self Service Employee web page.

3) Click Employee Time Records under Time Reporting.

4) Click the date under Period Ending for the appropriate biweekly time period. Hint: The biweekly time period is listed in the subject line of this email. You can review the entire Bi-Weekly Payroll Schedule on the payroll web site - https://hr.uiowa.edu/payroll/calendars

5) Enter your hours by day. (You can enter your time daily and simply click on “save and exit” or you can enter all of your time at the end of the biweekly period. Once the biweekly period is over, you must complete the employee time record and click on “submit to supervisor.”) The system will add the hours for the weekly total. Write down your total weekly hours – you’ll need these when you solicit approval from your mentor.

6) The first time you “submit to supervisor,” a page will display showing “not listed” under supervisor name. You will need to select “not listed” and click on “continue.” If you’ve submitted hours to someone else for prior pay periods, the default entry may not be correct. If
any name other than mine appears under “supervisor,” please select “not listed” and “continue.”

7) Type “Kowalski-Bliss” in the last name field and “Laura” in the first name boxes and click on “continue.”

8) Click the name “Laura Kowalski-Bliss,” then click “continue.”

9) At this point, your time record has been saved in workflow and automatically submitted to Laura Kowalski-Bliss.

10) The next time you “submit to supervisor”, “Laura Kowalski-Bliss” should be displayed for you to select. If you change jobs, you will need to insure that you select the appropriate person to receive your electronic time record.

Step 2: Send a Summary of your Hours to your Lab Supervisor with a CC to Laura Kowalski-Bliss

In addition to entering your hours online, you need to send a summary of your hours to your supervisor in the lab. To do this, send an email to your direct supervisor (this person does not have to be your faculty mentor) and cc: laura-kowalski-bliss@uiowa.edu on the email. Please use the template below to construct your email. Note that your supervisor does not need to respond to this email unless he/she spots an error in your reporting.

To Field: Lab Supervisor

CC Field: Laura Kowalski-Bliss (laura-kowalski-bliss@uiowa.edu)

Subject Field: Summary of my hours for pay period ending Saturday, Month Day

Dear Supervisor:

Here is a summary of my hours for the pay period ending Saturday, Month Day. If you agree that these are my hours worked, no action is required. If you believe that there is an error in my reporting, please REPLY ALL and describe any concerns you have.

Here are my hours:

Week one: ##
Week two: ##

Thanks,
Your Name
Courses and Program Structure

Academic and Career Consultation
Students are to meet with the Career Advisor at least once per semester to discuss their academic and professional goals and progress.

Student Development Seminars
Each fall and spring semester, IBA students MUST enroll in IBA:1041 - IBA Student Development Seminar for 1 s.h (section to be determined each semester). The course is also available for 0 s.h. for those students who are already enrolled for maximum hours.

Each semester that research is conducted, students MUST enroll in IBA:3992 IBA Research in Biomedical Science for 0 s.h. This course recognizes research done on your transcript and gives credit to your mentor.

Purpose: To facilitate academic, personal and professional development of all IBA students.

Suggested Seminar Schedule

3rd Year (Junior):
Fall: Scholar Seminar: Professionalism in the Scientific Community OR IBA Scholar Seminar (IBA:1041)
Spring: Applying to Graduate School (IBA:1041 and IBA:3992)

4th Year (Senior):
Fall: Scholar Seminar: IBA Scholar Seminar OR Teaching Your Research (IBA:1041 and IBA:3992)
Spring: IBA Scholar Capstone (IBA:1041)

The syllabi and curriculum for each course can be found on ICON.

Each semester that research is conducted, enroll in IBA:3992 - IBA Research in Biomedical Science for 0 s.h. This course recognizes research done on your transcript and gives credit to your mentor.

Exceptions and substitutions to course requirements may be authorized on a case-by-case basis.
<table>
<thead>
<tr>
<th>Research Opportunities</th>
<th>Student Development Seminar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer start: 8 week session</strong></td>
<td></td>
</tr>
<tr>
<td>Conduct research up to 40 hours/week, Oral Presentation at SURC</td>
<td></td>
</tr>
<tr>
<td><strong>Third Academic Year</strong></td>
<td>Scholar Seminar or Professionalism in the Scientific Community (FA) Applying to Grad School (SP)</td>
</tr>
<tr>
<td>Conduct research up to 15 hrs/week (up to 40 hrs/week during official university holidays such as Thanksgiving and Winter Break)</td>
<td></td>
</tr>
<tr>
<td><strong>Summer start: 8 week session</strong></td>
<td>IBA Summer Seminar Series</td>
</tr>
<tr>
<td>Conduct research up to 40 hrs/week, Oral Presentation at SURC</td>
<td></td>
</tr>
<tr>
<td><strong>Fourth Academic Year</strong></td>
<td>Scholar Seminar or Teaching Your Research (FA) IBA Scholar Capstone (SP)</td>
</tr>
<tr>
<td>Conduct research up to 15 hrs/week (up to 40 hrs/week during official university holidays such as Thanksgiving and Winter Break)</td>
<td></td>
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**Core Competencies Addressed:** The Iowa Biosciences Academy strives to instill eight fundamental competencies¹ in our students throughout the four years of their education. Coursework is designed to hone the following areas:

1) Understand the multi-disciplinary nature of science.
2) Investigate a research problem employing study design, data collection and analytical techniques.
3) Develop a proactive engagement in a research mentor-mentee relationship.
4) Conduct research according to professional ethics and regulatory guidelines.
5) Develop professional written and oral science communication skills.
6) Provide leadership in advancing a Bioscience discipline.
7) Teach others through classroom teaching and service-oriented learning.
8) Work effectively in cross-cultural situations.
9) Communicate scientific concepts and interpretations to scientists in other disciplines.
10) Understand the relationship between science and society.

Responsible Conduct of Research Training (Required)

It is important that you complete the responsible conduct of research training course online. The certificate from completing the CITI training course is due within one month of joining the program.

Procedure:

1. Go to https://citiprogram.org/
2. Click on the ‘Register’ button in the upper right hand corner.
3. You will need to select the institution that you are affiliated with, in this case, the University of Iowa. In the ‘Select Your Organization Affiliation’ section type in ‘University of Iowa SSO’. Only the University of Iowa modules are accepted as meeting the UI requirement. Click on the ‘Continue to Step 2’ button.
4. Enter in your hawkID and password.
5. On the Main Menu screen, under the ‘University of Iowa Courses’ tab, click on the appropriate title of the course.

If you are planning to work with human subjects in a psychology lab, you should complete the Social and Behavioral Responsible Conduct of Research training module (IRB-02). Otherwise, you should complete the Biomedical Responsible Conduct of Research training module.

6. Click on the ‘Complete the Integrity Assurance Statement before beginning the course’ link and complete. Click on the ‘Submit’ button.
7. Click on the title of the first module to begin.
8. Complete all of the required modules.
9. Use the "Main Menu | FAQ | Logoff" links at the top of the page as needed.
10. After completing all modules, print off a completion form. Keep an electronic copy of the form for your records and email the PDF to chelsey-gates@uiowa.edu.
# Iowa Biosciences Academy (IBA)
## Lab Research Expectations

<table>
<thead>
<tr>
<th>Values</th>
<th>Students will:</th>
<th>Mentors will:</th>
</tr>
</thead>
</table>
| **Responsibility** | • behave properly in the lab and accommodate himself/herself to the routines of the lab,  
• inform the mentor promptly and early whenever a change of schedule is necessary,  
• be a self-starter, ready to offer suggestions and accept responsibilities, and  
• complete the tasks assigned to him/her. | • inform student of the lab’s code of practice,  
• assess the suitability of the scope of the research project and establish a manageable work plan with the student at the onset,  
• designate staff or student from the lab to peer coach and guide the student in the day-to-day lab work  
• provide student with resources, and  
• be patient. |
| **Respect** | • develop good working relationships with others in the lab,  
• follow instructions and advice of the mentor and supervisor. | • encourage student to treat lab technicians and research assistants with respect,  
• treat the rotating student with respect. |
| **Perseverance** | • learn to pursue his/her interest until completion of the research work, and  
• not give up easily when things go wrong. | • help guide the student along to enable him/her to complete a manageable amount of research within the timeframe given. |
| **Commitment** | • be punctual, attend the sessions as agreed upon, and call in advance whenever a change of schedule is necessary,  
• familiarize themselves with the background information of the project and develop an understanding of the work he/she is doing and how it contributes to the overall goal of the lab. | • explain the relevance of the research done by the student in relation to the research carried out by the PI’s team of researchers. |
| **Adaptability** | • accept an alternative project graciously. | • provide a worthwhile experience that gives the student some insight into the world of research. |

Adapted from [www.science.nus.edu.sg](http://www.science.nus.edu.sg)
Poster Guidelines

POSTER VERBIAGE
We ask that all IBA students add the verbiage below to all posters. The IBA logo will also be provided.

“The Iowa Biosciences Academy is supported by the National Institute Of General Medical Sciences of the National Institutes of Health under Award Number R25GM058939, the University of Iowa (UI) Office of the Vice President for Research, the UI Department of Biology, and the UI Chief Diversity Office.”

Academic Support and Tutoring Resources—How to Get Help!

1. **Visit Tutor Iowa** at [http://tutor.uiowa.edu/](http://tutor.uiowa.edu/) and enter your course title in the search engine. This is an excellent resource to find academic assistance and mentoring for your University of Iowa courses. It will provide you with campus help labs, supplemental instruction, and potential private tutors.

   a. **Campus help labs**—University Housing offers free, walk-in tutoring between the hours of 8:00 pm-10:00 pm Sunday through Thursday in the following locations: Currier Hall (Droll Lounge), Petersen Hall (Learning Commons) and Mayflower Hall (Classroom). Though the Office of Residence Life generally offers these help labs to on-campus residents, they have expressed the willingness to assist off-campus students as well.

   b. **Supplemental Instruction**—Supplemental Instruction (SI) are free study group sessions that are open to UI students who are enrolled in the course. Sessions are informal and lead by peer students who have performed well in the course. You'll compare notes with other students, discuss readings, get organized, and predict and prepare for test items. The leader attends all class lectures and takes notes, so you can be sure that your leader knows what's going on in your class and is working with the professor. Most importantly, the SI instructors are required to have office hours, and you can request private tutoring during these hours. Visit SI at [tutor.uiowa.edu/find-help/supplemental-instruction/](http://tutor.uiowa.edu/find-help/supplemental-instruction/) to learn more about courses offered.

   c. **Private Tutors**—Tutor Iowa also provides a list of students who are private tutors. However, these should be used as a **last resource** after attending Supplemental Instruction, Tutorial labs assembled by the department, and/or campus help labs.
2. Help Labs: Physics & Astronomy, Math, Computer Science, Statistics departments offer walk-in services staffed by graduate and advanced undergraduate students. These resources are very helpful with flexible hours. Check the department’s website!

3. Meet with your T.A. during their office hours!

If you’ve tried these free resources and still feel like a private tutor is necessary, then contact a tutor from Tutor Iowa.

How to Hire the Right Tutor for You:

1. Send an initial tutor request through email to Laura Kowalski-Bliss.
2. Interview interested candidate(s) to verify that he/she has a teaching style that will be conducive to your learning
3. Discuss relevant tutoring experience and coursework
   a. Potential questions: tell me about your most rewarding experience as a tutor, tell me about a challenging experience with a student
4. Explain time expectations
5. Verify whether tutor is already in the UI HR payroll system and ask desired rate.
6. Discuss any additional questions
7. Contact Brinda Shetty (brinda-shetty@uiowa.edu) to discuss private tutor and add him/her to payroll.

GRE Registration

IBA will pay for:
1) One attempt of the GRE General Test for each student that announces they are applying to graduate school in bioscience related fields.
2) One GRE Subject Test [http://www.ets.org/gre/subject/about](http://www.ets.org/gre/subject/about) (consistent with bioscience) per student that wishes to take the subject test.
3) Please work with IBA staff when scheduling the exam and paying the fee. We discourage students paying for the test themselves and requesting reimbursement.
4) IBA will not pay late fees, rescheduling fees, or any special handling fees.

Our policy on Graduate Application Fees:

IBA students that apply to CIC member universities ([https://www.cic.edu/about/members](https://www.cic.edu/about/members)) have their application fee waived through the FreeApp program. Joseph Henry in the OGEI ([http://ogi.grad.uiowa.edu/ogi-staff](http://ogi.grad.uiowa.edu/ogi-staff)) has the CIC application forms. The FreeApp description can be found at this link [http://www.cic.net/docs/default-source/diversity/freeappflyer.pdf](http://www.cic.net/docs/default-source/diversity/freeappflyer.pdf).
We will pay for one application fee for a bioscience related application to a non-CIC university, on a case-by-case basis, for students that intend to go to a bioscience related graduate school.
DURING THE TRIP – Allowable Expenses/Receipts Required
Travel status is defined as the time the traveler leaves their home or office until the time the traveler arrives at their home or office (not flight times).

Meal Guidelines
Meal claims should reflect actual/reasonable expense not to exceed the maximum daily allowance. Meal tips should be included in the meal claim. The amounts may be distributed among the meals in any manner as long as the daily total does not exceed the maximum.

Most meals are at the conference and are covered by your registration fee. Conference meals are an opportunity to network with faculty, graduate students, and staff at your potential future schools.

Allowances
- Actual meal expenses should be claimed and may not exceed the daily allowance for each destination.
- Meal tips should be included in the meal claim and may not be claimed as a separate expense.
- Claims up to the full maximum are allowed on full days of travel.
- On partial days of travel, allowances are prorated based upon departure and return times as defined below, allowing 20% of the daily allowance for breakfast, 30% for lunch, and 50% for dinner. These individual allotments are defined for the purpose of determining the correct daily allowance only. Individual meal claims do not have to fall within these specific meal parameters. Actual costs can be distributed among the meals in any manner as long as the total claim for each day does not exceed the maximum allowance for that day.
- Meal costs over the maximum allowance are at the traveler’s expense.
- Alcohol is not a reimbursable travel expense.

For partial days of travel, meal allowances should be prorated based on the time of arrival in or departure from the foreign country, allowing 20% of the meal allowance for breakfast, 30% for lunch and 50% for dinner. Any meal cost over domestic or international limits will be at the traveler’s expense.

TRANSPORTATION
Taxis/Shuttles/Public
Receipts showing the actual cost are sometimes difficult to obtain and are therefore not required as long as the cost is reasonable.

Airport Shuttle to Eastern Iowa Airport: (319) 365-0655
ADDITIONAL ALLOWABLE TRAVEL RELATED EXPENSES

- Baggage Tips
- Hotel Housekeeping Tips

NON ALLOWABLE TRAVEL EXPENSES

- Laundry—except for extended stays
- Airline Membership Clubs
- Alcohol
- Personal phone calls
- Meals /Hotel expenses over the maximum allowances
- Social events (golf outings, tours, etc) held in conjunction with conferences and/or spousal/guest registrations should be paid for personally and should NOT be charged to the Procurement card.
- Non-conference related travel expenses from rental vehicles, bus tickets, taxi rides, etc.

**Attire:** “Business casual” on days you are not presenting, “business formal” on day of your presentation. Bring 1-2 casual outfits for your time outside of the conference. You are a UI representative! Please be thoughtful and responsible with your behavior and choices.

CONTACT INFORMATION

Please do your best to troubleshoot anything that comes up, and call us if you are in a pickle or need urgent advice.

Lori Adams: 979-777-5986 (cell)
Brinda Shetty: 267-934-6523 (cell)
Meacham Travel Service (9am-5pm M-F): 1-800-777-1360
Student Expectations

1.) Attendance
   a. Mandatory class attendance: We expect that our students will attend all seminars. The only valid reason to miss a class is illness or a family emergency. In both of these cases, the student must discuss their absence with the lecturer at least one hour prior to the beginning of class (via email). Any other absence is considered an unexcused absence.
   b. Peer research or guest speaker: Students must attend their fellow IBA students’ research presentations and events with a guest speaker to facilitate their professional development. The only valid reason to miss these presentations is if the student has a class during the time that the presentation will take place.
   c. If participating in the IBA Summer Program, students must attend the weekly seminar. Students missing any seminar or other required activity cannot log hours worked for that day.

2.) Punctuality
   a. Students must attend seminars on time. If a student is more than ten minutes late, there will be a reduction of points for attendance/participation that day.

3.) Academic Excellence
   a. Students must maintain a 3.0 science and overall GPA throughout their time in the program. Grades will be evaluated at the end of each semester, and if a student’s GPA falls under 3.0, the student will be placed on academic probation.

4.) Professional Conduct and Excellence in the Lab
   a. Students selected for IBA must show professional conduct and must positively contribute to their lab, as well. Good research standing is determined by each student’s research mentor, and mentors will receive evaluations at the end of each semester. Students work with their mentors throughout the academic year and summer.

5.) Contribute to the IBA community
   a. We encourage our students to socialize within the IBA community and demonstrate their commitment to our mission, which is to increase the diversity of persons with higher degrees in the biosciences.
   b. Students are expected to attend at least 5 of the 8 social events throughout the school year.

6.) Academic and Career Consultation
   a. Students are expected to meet with the Career Counselor at least once per semester to discuss their academic and professional goals and progress.
7.) Communication
   a. Students are expected to respond in a prompt and professional way to all email communication sent by IBA staff. The most common method of communication used by IBA staff is via the calendar tool in Microsoft Outlook (free through hawkmail). **IT IS MANDATORY THAT YOU USE THIS PROGRAM TO ENSURE OPEN COMMUNICATION WITH YOUR IBA CO-DIRECTORS AND STAFF.** Communication is reciprocal, so if an IBA staff member has not responded to your email communication within three to five days, please resend the email.

   b. Students are also expected to complete annual focus groups and/or other requested form of evaluation for the IBA program.

**Academic Probation**

Students’ grades are reviewed each semester. If a student’s GPA falls below the minimum 3.0 required for admittance into the IBA program, he or she will be placed on academic probation. The rationale behind IBA’s strict 3.0 minimum GPA is to ensure that our IBA students will continue to be competitive in their graduate school applications.

Once a student is placed on academic probation he or she will need to do the following:

- Attend monthly meetings with the Director to discuss his or her progress in school
- Attend all supplemental instruction for science courses, and if necessary, meet with tutors for classes in which he or she is struggling.
- Limit his or her lab work to the hours determined at your meetings with Director
- If deemed useful, meet with the IBA career advisor/counselor or an academic counselor through the University Counseling Service (UCS).

Assuming that the student raises his or her GPA within the following semester, he or she will no longer be on IBA probation. Should he or she fall short of that goal, his or her position in IBA will be reconsidered at that time. The student may be dismissed from the program if his or her GPA continues to fall below the 3.0 minimum.

**Potential Actions that Warrant Expulsion/Termination from the IBA Program**

1.) Academic or Monetary Dishonesty (including misreporting lab hours or travel expenses)
2.) Disrespect to an IBA peer, Director, or Assistant Director
3.) Consistent disregard of the student expectations (see page 14)