Student Handbook

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Email: iba@uiowa.edu
Room: 169 Biology Building

Iowa Biosciences Academy
169 Biology Building
Iowa City, IA 52242

Revised 9/21
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## INTRODUCTION AND GENERAL PROGRAM INFORMATION

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<tr>
<th>Co-{PI}/Program Director:</th>
<th>Dr. Lori Adams (Biology)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-PI:</td>
<td>Dr. Tori Forbes (Chemistry)</td>
</tr>
<tr>
<td>Associate Director:</td>
<td>Brinda Shetty</td>
</tr>
<tr>
<td>Career Counselors:</td>
<td>Chelsey Gates (Counseling Psychology)</td>
</tr>
<tr>
<td></td>
<td>Devon Dawson (Counseling Psychology)</td>
</tr>
<tr>
<td></td>
<td>Halin Chung (Counseling Psychology)</td>
</tr>
<tr>
<td>Admin Services Coord:</td>
<td>Laura Kowalski-Bliss</td>
</tr>
</tbody>
</table>

The Iowa Biosciences Academy (IBA) is a NIH-funded Initiative for Maximizing Student Development (IMSD) program (Grant# R25GM058939). 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. In 2018, Prof. Jeff Murray (Pediatrics) joined the team as Co-PI of the IMSD grant. In 2021 Prof. Jeff Murray stepped down as Co-PI and Prof. Tori Forbes (Chemistry) became the new Co-PI. 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.

The Science Alliance, a new initiative create by the IBA program, was started in 2019. It is a UI-sponsored collaborative, connecting faculty, staff, graduate students and post-docs interested in cultivating future generations of scientists. The Science Alliance Internship Program supports first and second year students interested in exploring research on campus. The program aims to enrich the undergraduate experience through coursework, mentor matching, career guidance, and creating a cohort of students with similar interests in science and research.
In 2021, IBA received an NIH award for Maximizing Access to Research Careers (MARC) (Grant# T34GM141143). The goal of the MARC research training program is to develop a diverse pool of undergraduates who complete their baccalaureate degree, and transition into and complete biomedical, research-focused higher degree programs (e.g., PhD or MD/PhD). The UI MARC program works in parity with the UI IMSD program; junior and senior students appointed to either grant are all IBA Scholars.

Students selected for IBA and the Science Alliance Internship 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 Staff (IBA)

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lori Adams</td>
<td><a href="mailto:lori-adams@uiowa.edu">lori-adams@uiowa.edu</a></td>
<td>Co-PI and Director, IBA Associate Prof of Instruction, Biology</td>
</tr>
<tr>
<td>Tori Forbes</td>
<td><a href="mailto:tori-forbes@uiowa.edu">tori-forbes@uiowa.edu</a></td>
<td>Co-PI, IBA Associate Professor, Dept of Chemistry</td>
</tr>
<tr>
<td>Vincent Rodgers</td>
<td><a href="mailto:vincent-rogers@uiowa.edu">vincent-rogers@uiowa.edu</a></td>
<td>Co-Investigator, Instructor for IBA Prof and Director of Graduate Studies, Department of Physics and Astronomy</td>
</tr>
<tr>
<td>Brinda Shetty</td>
<td><a href="mailto:brinda-shetty@uiowa.edu">brinda-shetty@uiowa.edu</a></td>
<td>Associate Director</td>
</tr>
<tr>
<td>Chelsey Gates</td>
<td><a href="mailto:chelsey-gates@uiowa.edu">chelsey-gates@uiowa.edu</a></td>
<td>Career Counselor/Graduate Research Assistant</td>
</tr>
<tr>
<td>Devon Dawson</td>
<td><a href="mailto:devon-dawson@uiowa.edu">devon-dawson@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Halin Chung</td>
<td><a href="mailto:halin-chung@uiowa.edu">halin-chung@uiowa.edu</a></td>
<td></td>
</tr>
<tr>
<td>Laura Kowalski-Bliss</td>
<td><a href="mailto:laura-kowalski-bliss@uiowa.edu">laura-kowalski-bliss@uiowa.edu</a></td>
<td>Admin Services Coordinator</td>
</tr>
</tbody>
</table>

## Department Contact

<table>
<thead>
<tr>
<th>Department</th>
<th>Contact</th>
<th>Phone Number</th>
<th>How can they help?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll</td>
<td>Vance Morris</td>
<td><a href="mailto:vance-morris@uiowa.edu">vance-morris@uiowa.edu</a></td>
<td>Human Resources and I-9</td>
</tr>
<tr>
<td>Center for Diversity and Enrichment</td>
<td>Tabitha Wiggins</td>
<td><a href="mailto:tabitha-wiggins@uiowa.edu">tabitha-wiggins@uiowa.edu</a></td>
<td>Director, CDE</td>
</tr>
<tr>
<td>Iowa Center for Research by Undergrads (ICRU)</td>
<td>Bob Kirby, Melinda Licht</td>
<td><a href="mailto:bob-kirby@uiowa.edu">bob-kirby@uiowa.edu</a>, <a href="mailto:melinda-smits@uiowa.edu">melinda-smits@uiowa.edu</a></td>
<td>Director, Prog Coordinator</td>
</tr>
<tr>
<td>Medical Scientist Training Program (MSTP)</td>
<td>Pam Geyer</td>
<td><a href="mailto:pamela-geyer@uiowa.edu">pamela-geyer@uiowa.edu</a></td>
<td>Co-Director UIowa MSTP (MD/PhD)</td>
</tr>
<tr>
<td>Minority Health &amp; Health Disparities International Research Training (MHIRT) Program</td>
<td>Marek Mikulski</td>
<td><a href="mailto:marek-mikulski@uiowa.edu">marek-mikulski@uiowa.edu</a></td>
<td>Coordinates MHIRT</td>
</tr>
<tr>
<td>Graduate College Summer Research Opportunities Program (SROP)</td>
<td>Elizabeth Lara</td>
<td><a href="mailto:elizabeth-lara@uiowa.edu">elizabeth-lara@uiowa.edu</a></td>
<td>Director</td>
</tr>
</tbody>
</table>
PAYROLL

IBA Scholars are funded by two grant programs through the National Institutes of Health (NIH) - the Initiative for Maximizing Student Development (IMSD) and the Maximizing Access to Research Careers (MARC) awards. Each award has different funding mechanisms. Students starting in the IBA program prior to Fall 2021 fall under IMSD. Starting Fall 2021, students are notified of which program they belong (IMSD or MARC). If unsure, please check your IBA offer letter. IBA (IMSD) and Science Alliance Interns are both considered bi-weekly employees and receive an hourly wage. IBA (MARC) students receive a monthly stipend.

Students are paid for their research in their lab and the compensation is based on which program they participate in.

**IBA (IMSD) Student Hourly Rate - $12.00/hour**

**Science Alliance Interns Hourly Rate - $9.00/hour**

**IBA (MARC) Monthly Stipend paid via direct deposit (HR appointment of 25% effort)**

Research/Lab Work Expectations (all programs)

- **Course enrollment for IBA or SA paid research**
  - Students must enroll in the independent study course **IBA:3992 IBA Research in Biomedical Science for 0 s.h.** each semester they are participating in the program
  - Select your PI as the instructor (if your PI is not listed contact the IBA staff)
  - This course recognizes research done on your transcript and gives credit to your mentor.

- **Hours**
  - Academic Year – Maximum of 15 hours/week
  - Summer and/or School Breaks – Maximum of 40 hours/week

- **Exceptions**
  State of Iowa policy for undergraduate student workers allow a maximum of 20 hours of work per week. This 20 hours includes IBA paid research, other part-time campus jobs, employment at the University Hospital and research taken for academic credit.
    - **Research for Academic Credit**
      - Students are **NOT** allowed to receive academic credit & be paid for the same work.
      - According to the **University of Iowa Guidelines**, one semester hour of credit equals approximately three hours of research per week. This time will be subtracted from the 20 hour per week maximum specified in **Iowa State Law**

<table>
<thead>
<tr>
<th>Example</th>
<th>3 s.h. of research is equivalent to 9 hours of work.</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 hrs</td>
<td>9 hrs = 11 hrs/week</td>
</tr>
<tr>
<td>Max allowable IBA research hours is 11 hrs/week</td>
<td></td>
</tr>
</tbody>
</table>
PAYROLL - CONTINUED

- Additional campus employment
  - Students can NOT exceed a total of 20 hours per week between ALL campus jobs

  **Example:** If you work in the cafeteria for 12 hrs/week

  \[ 20 \text{ hrs} - 12 \text{ hrs} = 8 \text{ hrs/week} \]

  \[ \text{Max allowable IBA research hours} = 8\text{hrs/week} \]

  - Students employed in merit or professional positions (typically at the University Hospitals) – maximum hours will be discussed on an individual basis

**First Time Working on Campus for IBA (IMSD) and Science Alliance Students**

If you have never been employed by the University, you will need to complete an I9 form with Human Resources. Please contact Vance Morris at vance-morris@uiowa.edu or 319-335-1690.

**What should the new employee bring to this meeting?**

- Photo ID
- Make sure you have the required documents
  see I-9 Form List of Acceptable Documents

**How to Submit your Timesheet and Get Paid**

If it is your first time using Employee Self-Service, please reference this guide.

Please reference the IBA/SA Bi-Weekly Payroll Schedule dates when payroll is due.

**Step One: Submit Your Hours On-Line: Employee Self-Service Web-Site**

- Click <Time and Pay> <Time Tracking><Time Records> - this should bring up your Calendar
- Click the date under Period Ending for the appropriate biweekly time period.
- Enter your hours by day. (You can enter your time daily and simply click on “save and exit” or enter all hours 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.
- **The first time you** “submit to supervisor,” please make sure that it lists Laura Kowalski-Bliss. If it lists a previous supervisor, please make sure to change it. [Click here for example]
PAYROLL - CONTINUED

Step 2 (IBA, IBA-MARC and Science Alliance): 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 send a summary of your hours and a brief description of what you are working on to your lab supervisor. 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.

<table>
<thead>
<tr>
<th>To:</th>
<th>Lab Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>CC:</td>
<td><a href="mailto:Laura-kowalski-bliss@uiowa.edu">Laura-kowalski-bliss@uiowa.edu</a></td>
</tr>
<tr>
<td>Subject:</td>
<td>Summary of my hours for pay period ending <strong>Saturday, Month Day</strong></td>
</tr>
</tbody>
</table>

Dear Supervisor,

Here is a summary my hours and the work I have completed remotely 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:** 5 Hours
2 hours reading ________ Journal
2 hours tabulating data
1 hour attending Zoom seminar recommended by PI

**Week two:** 2 hours
2 hours tabulating data

Thank you,

Your Name
COURSES AND PROGRAM STRUCTURE

Academic and Career Consultation
IBA (IMSD) and Science Alliance students are to meet with a Career Counselor at least once per academic year to discuss their academic and professional goals and progress.

IBA (UI MARC) students are required to meet once each semester.

Student Development Seminars
Each fall and spring semester, all 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.

IBA/Science Alliance Seminar Schedule

<table>
<thead>
<tr>
<th>Year 1 – Freshman Science Alliance</th>
<th>Fall: Ways of Knowing Science (BIOL:1808 with Lori Adams)</th>
<th>Spring: Entering Research (IBA:1041:0001)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4th Year - Senior: IBA Scholar</td>
<td>Fall: Scholar Seminar: IBA Scholar Seminar (IBA:1041:0003) OR Teaching Your Research (IBA:1041:0004)</td>
<td>Spring: IBA Scholar Capstone (IBA:1041:0004)</td>
</tr>
</tbody>
</table>

Exceptions and substitutions to course requirements may be authorized on a case-by-case basis.
COURSES AND PROGRAM STRUCTURE – CONTINUED

Core Competencies Addressed: The Iowa Biosciences Academy strives to instill ten fundamental competencies¹ in our students throughout the four years of their education. Coursework is designed to hone the following areas:

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

*Competencies based on Byars-Winston et al., 2011; Brewer & Smith, 2011
IBA Scholar Mock Interview

Rising seniors who wish to pursue research science and are confident in their decision to commit to doctoral education are required to complete a graduate school mock interview to continue in the IBA program. The student submits a 2-page research statement detailing a research currently being conducted, methods for testing the hypothesis, and research goals. Students should also prepare one or two power point slides for the mock interview that capture the essence of their undergraduate research. A personal statement is also submitted. IBA staff obtain written statements from the faculty with whom the student has conducted their research experience, briefly summarizing whether or not they see potential in this student for doctoral study and success in research. A committee including the IBA Director, IBA Associate Director, IBA Career Counselor and one representative faculty member will interview the student.

The following components should be included in your research statement for the purposes of this interview:

- **Research Title**

- **Background:** Summarize the key background information needed to understand your research project. Summarize the gap of knowledge your research addresses by including what is currently unknown about your research topic.

- **Research Problem:** State your research question/hypothesis and explain how your data gathered from your research plan will help fill this knowledge gap.

- **Significance/Contribution to Field:** Explain the significance of your research with respect to how it fits into the broad field, area of research, and larger (eg. societal) impacts.

- **Examples of Research:** Give an overview of experimental approaches to answer the research question or test the hypothesis proposed (past and present).

- **Future Directions:** Describe next steps, future goals, and possible research collaborations for your work.

- **Literature Citations (not included in the 2 page requirement):** Include a minimum of 5 primary literature citations.
# IBA AND SCIENCE ALLIANCE 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 and Science Alliance students add the verbiage below to all posters. The IBA or SA logo will also be provided.

<table>
<thead>
<tr>
<th>Program</th>
<th>Acknowledgements</th>
</tr>
</thead>
<tbody>
<tr>
<td>IBA-IMSD</td>
<td>“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, Graduate College, College of Liberal Arts and Sciences, Division of Diversity, Equity, and Inclusion, Department of Biology, and Office of the Provost.”</td>
</tr>
<tr>
<td>IBA-MARC</td>
<td>“The Iowa Biosciences Academy is supported by the National Institute Of General Medical Sciences of the National Institutes of Health under Award Number T34GM141143, the University of Iowa (UI) Office of the Vice President for Research, Graduate College, College of Liberal Arts and Sciences, Department of Biology, and Office of the Provost.”</td>
</tr>
<tr>
<td>Science Alliance</td>
<td>“The Science Alliance program is supported by the University of Iowa (UI) Office of the Vice President for Research, Graduate College, College of Liberal Arts and Sciences, Department of Biology, and Office of the Provost.”</td>
</tr>
</tbody>
</table>

Poster Printing

Poster printing can be done through the Biology Department or through an on-campus service recommended by your research lab.

- Contact Laura Kowalski-Bliss to request the correct MFK to be used for billing
- If using a lab recommended printing service – verify deadlines for requests to be completed on time
- If using the Biology Department
  - Online Request - [https://workflow.uiowa.edu/entry/new/9042](https://workflow.uiowa.edu/entry/new/9042)
  - You must submit a request at least 48 hours before you need the poster

Additional Poster Presentation Resources

See documentation on ICON [Information on Designing and Delivering a Poster Presentation](https://example.com) or the IBA Website [Poster Presentation](https://ibaui.edu/poster) page. You can find links to example poster presentations, Program Logos, etc ...
IBA/SCIENCE ALLIANCE PROGRAM PARTICIPANT EXPECTATIONS

1. Attendance
   - Mandatory class attendance: We expect that IBA Scholars and SA Interns 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.
   - 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.
   - If participating in the IBA/LSAMP 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
   - Interns must attend seminars on time. If an Intern is more than five minutes late, there will be a reduction of points for attendance/participation that day.

3. Academic Excellence
   - Interns must receive a grade of C or above in the required seminars.
   - Interns 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. Students with a semester GPA below a 3.0 will be required to meet with a Career Counselor four (4) times the following semester to discuss strategies for success. Students must earn a semester GPA above 3.0 following being placed on probation to remain in the IBA/SA program.

4. Professional Conduct and Excellence in the Lab
   - Students selected for IBA and Science Alliance Internships must show professional conduct and must positively contribute to their lab. 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
   - 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. A consistent pattern of a lack of attendance at IBA professional and social events will be addressed with students by IBA program staff.

6. Academic and Career Consultation
   - Students are expected to meet with the Career Counselor at least once per academic year to discuss their academic and professional goals and progress. A Career Counselor will contact you to schedule this required meeting at the start of the fall or spring semester. Additional meetings can be scheduled any time by emailing any Career Counselor.

7. Communication
   - Students are expected to respond in a prompt and professional way to all email communication sent by IBA staff within 48 hours.
   - You are required to use the calendar tool in Microsoft Outlook (free through hawkmail) to respond/RSPV to event and meeting invitations sponsored by the IBA/Science Alliance. IT IS MANDATORY THAT YOU USE THIS PROGRAM TO ENSURE OPEN COMMUNICATION WITH YOUR IBA/SA 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.
   - Students are also expected to complete annual focus groups and/or other requested form of evaluation for the IBA/Science Alliance programs.

Revised 9/21
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 completion certificate to chelsey-gates@uiowa.edu.
ACADEMIC SUPPORT AND TUTORING – 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** – Several departments on campus offer various forms of academic support, including one-on-one consultations, technology services, drop-in or appointment-based tutoring. [https://tutor.uiowa.edu/resources/help-centers](https://tutor.uiowa.edu/resources/help-centers).
   b. **Supplemental Instruction**—Supplemental Instruction (SI) is a free, course-specific, peer-facilitated collaborative study session designed to help you learn course content while also developing study skills you can apply to all of your classes. Check out courses offered, session days & times. [https://tutor.uiowa.edu/resources/supplemental-instruction-si](https://tutor.uiowa.edu/resources/supplemental-instruction-si)
   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.
ADDITIONAL BENEFITS

GRE Registration
IBA will pay for:

- One attempt of the GRE General Test for each student that announces they are applying to graduate school in bioscience related fields.
- 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.

Please work with e-mail Brinda Shetty and cc’ Laura Kowalski-Bliss when scheduling the exam and paying the fee. DO NOT PAY FOR THE TEST YOURSELF. IBA will not pay late fees, rescheduling fees, or any special handling fees.

Graduate Application 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)) or the Big Ten Alliance may have their application fee waived through the FreeApp program. Big Ten Academic Alliance form: [http://www-s.cic.net/programs/FreeApp/archive/RequestForm/FreeAppRequest/application.asp](http://www-s.cic.net/programs/FreeApp/archive/RequestForm/FreeAppRequest/application.asp)

For more information, please contact the UI Graduate College.

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.
TRAVEL GUIDELINES

IBA and Science Alliance students who have been accepted for Poster or Oral presentations at a conference may request financial assistance through IBA. The conference should be related to their degree program or field of research. IBA will help with expenses for one conference each academic year. Students may request assistance for additional conferences but those will be reviewed on a case-by-case basis.

Requesting Travel Assistance from IBA or Science Alliance

- Discuss with your PI any opportunities to present or attend conferences related to your field.
- If your PI feels it would be appropriate for you to attend - Complete the Travel Assistance Application and submit to laura-kowalski-bliss@uiowa.edu. A copy of this document is available in ICON or on the IBA Website under Seminars and Student Travel.
- Please explore other financing options (some conferences offer financial assistance for registration and/or lodging).

Meal Guidelines

- Meal claims should reflect actual/reasonable expense not to exceed the maximum daily allowance. See Meal and Hotel Rates page for maximums for your specific location
- Meal tips should be included in the meal claim.
- If you purchase meals for fellow students – you must document which charges apply to each student.
- You must retain copies of receipts for reimbursement – digital images of receipts are allowed
- Reimbursement is not available for any meals provided through your registration fees.
  - 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.

University Of Iowa Travel Office Acceptable Expenses

A listing of most allowable expenses is below. If you there are expenses not listed please reference the University of Iowa Travel Manual.

Allowances

- Actual meal expenses should be claimed and may not exceed the daily allowance for each destination.
- Tips for meals, taxi’s and ride shares should be included with original charge. If not printed on receipt, please document the amount and which receipt it applies to.
- Claims up to the full maximum are allowed on full days of travel
TRAVEL GUIDELINES - CONTINUED

- 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.
- If you are purchasing a meal for a fellow student – you must document the names of all covered students and which charges apply to each person.

Any meal charges over domestic or limits will be at the traveler's expense.

Ground 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. If you use ride sharing services – a screen shot of the receipt from your phone is acceptable

Reimbursement
If you have allowable expenses that you would like to have reimbursed, please complete the Travel Reimbursement Request form and submit it to laura-kowalski-bliss@uiowa.edu along with digital or original copies of your receipts.

Additional Allowable Travel Expenses
- Baggage Tips
- Hotel Housekeeping Tips

Non-Allowable Travel Expenses
- Laundry—except for extended stays
- 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 Guidelines for Presentations and Travel
“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.
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:

- Have monthly meetings with one of our career counselors
- Attend all supplemental instruction for science courses
- Once in a lab, limit your lab work to 6-10 hours per week
- Meet with tutors, as appropriate
- Complete a one-page, post-probation reflection at the end of the semester
- 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.

DISMISSAL

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 or program staff
3.) Consistent disregard of the student expectations (see page 14)
RESOURCES
Tips for Creating a CV or Resume

What is a resume? The purpose of a resume is to help you quickly explain your skills, qualifications, and fit for a position. It can be used both as a marketing tool for landing interviews and to help you reflect on your experience and plan for future skill development. Resumes are typically requested for industry positions.

What is a CV? The purpose of a CV is to highlight your academic accomplishments and provide a synopsis of your educational background, interests, and practical skills you could bring to an organization. CVs useful when applying to within academia, science, higher education, healthcare, overseas, as well as fellowships or grants. A CV is longer than a resume. It can range from 2-4 or even several pages in length. Sections typically include: Education, honors, awards, professional experience or qualifications, publications, presentations, & community involvement.

Tips for before you start writing:
✓ Research the organization and the position to find out what skills/competencies and experiences are needed.
✓ Brainstorm a list of experiences you’ve had that demonstrate you have the skills for the position for which you are applying. Include any publications, presentations at symposiums or sponsored events, unpaid/volunteer positions, and community outreach activities. Be sure to list the skills you developed at each of these positions.
✓ Make a list of three or four of your strongest skills that make you a good candidate for the job.
✓ Think of several accomplishments from your previous experience to illustrate each key skill.
✓ Make a list of your training and education that qualifies you for the job you want.

DO NOT USE A TEMPLATE. You can use it as a guide, but DO NOT put your information into a pre-formatted template.

Formatting Tips:
✓ Balance text and whitespace on the page, consider one-inch margins
✓ Ensure headings stand out; order of topics is flexible for CV format
✓ Elaborate on experiences and skill set within categories; be sure to present items chronologically (i.e., the most recent experience appears first)
✓ Use 10-12 point font (Times New Roman, Arial or Calibri)

STEM Specific Formatting:
✓ Describe completed projects in concise detail, outlining laboratory equipment, procedures, results of the project
X Distinguish between independent or collaborative projects with a team or professor/principal investigator
X Include STEM coursework to show adaptive skills and internships to illustrate transferable skills
X List any participation in academic fellowships or relevant summer jobs

Additional Tips:
X Do not use personal pronouns such as “I” or “my”
X Use past tense to describe past jobs and present tense for current jobs
X Be sure your outgoing voicemail and cell phone messages sound professional (also professional email)
X Get a second opinion from faculty members in your field!
X Consider having a comprehensive CV listing all your academic experiences but tailoring a new CV for individual job opportunity using your most relevant coursework, skills, and knowledge
X Arrange your CV so that a hiring manager can identify your expertise quickly. This generally means placing your technical skill set or certifications towards the top

Craft strong skill statements!

ACTION VERB
X Identify skills and core career competencies you think are necessary for this position and use action words that address those needs
X Choose words that demonstrate responsibility (e.g., instead of “made up,” use “created” or “designed”)
X Vary word choice to make abilities sound diverse

DETAILS
X Ask yourself the following questions: Who/For Whom? What? Where? Why? How?
X The majority of your bullet point statements should be one line in length
X Most positions will have between 2-5 bullet points, with more emphasis on relevant positions

OUTCOMES/RESULTS
X When possible, use numbers to quantify your skills/experience
X Expand your concept of “results” beyond a figure
X Ask what difference it made: As a result of your action, what happened to you, your client and others involved?
Additional Writing Resources:

https://careers.uiowa.edu/resumes

There are over 10 sample resumes you can review here!

https://careers.uiowa.edu/cv-curriculum-vitae-basics

https://careers.uiowa.edu/resume-writing-power-verbs

Examples of how to use power verbs
Conflict Management

If you are in a conflict or have a problem with someone:

Talk with the person directly using best practices for conflict management below. If that doesn’t resolve the situation, if you’re not ready to meet, or you think it’s inappropriate to meet, try other options:

- Get help from program staff or directors.
- Put your concerns in writing.
- Meet with the person you are in conflict with along with program directors or staff.
- Pursue more serious options such as meeting with the Department Executive Officer of the Department of Biology or Chemistry.


Conflicts include differences of opinion and perceptions at all levels of interaction including supervision, shared work and living spaces, teaching and learning. When conflicts affect the ability to work productively, learn effectively, or live in a comfortable environment, they need to be addressed. The following are some best practices that can contribute to effective conflict management. As with most conflict management skills, these practices are common sense but can be challenging to put into practice.

As an individual:
- Address conflict early to prevent it from escalating.
- Discuss the issue directly with the person(s) involved.
- Communicate with respect. For assistance with an effective conversation, ask a supervisor, HR representative, or other UI resources for support.
- Seek to learn and understand the other point(s) of view.
- Address perceptions and assumptions.
- Listen to understand the interests of the other party, and not just their position on the matter in dispute.
- Focus on the issue, not the person.
- Find ways to move past your differences; agree where you can find common ground and agree to disagree if necessary.
- Focus on the present and future, and be willing to put the past behind you.

As a colleague or co-worker:
- Encourage parties in conflict to address each other early and directly.
- Encourage the parties to focus on common interests and work to resolve their differences in order to move forward.
- Direct colleagues and co-workers who are in conflict to UI resources. Taking sides will not help resolve the conflict.
- Do not be drawn into conflicts in which you are not a party.
- Do not escalate the conflict by giving it undue attention.
- Treat both parties in conflict with respect.
Effective Conflict Management Thinking

- **Past**: We cannot change the past.
- **Present**: We can act to help make the situation better now and in the future through shared agreements.
- **Future**: We can use conflict constructively as a source of different ideas and perspectives.

Pre-conversation: Prepare

- Choose to discuss the problem directly, one on one.
- Act sooner rather than later. Problems not acted on tend to fester, take up energy needed for work and family, and may affect personal well-being.
- Decide what you would like to achieve in this conversation, e.g. clarification, behavior change, mending of the relationship, etc.
- Invite the other person to participate in a conversation.
- Plan logistics of a meeting, including when, where, who should participate, etc.

During the conversation: Act

- Seek assistance from UI resources if you need it.
- Make known your goals for the conversation.
- Discuss confidentiality.
- Use Respectful Communication so that each person will continue to participate and not leave, go silent, raise their voice or be defensive.
- Listen intently for the other’s perspective. Active Listening skills are especially useful in conflict conversations.
- Be aware of and try to understand your own and the other person’s feelings.
- Discuss perceptions and assumptions.
- Address the past as necessary.
- Focus on the problem, not the person. Address the problem instead of being defensive.
- Look for areas of agreement—your common ground—and build on those.
- Agree on what you both can do in the future and leave the rest.

Post-conversation: Implement and Move Forward

- Act with integrity to maintain your shared agreements.
- Recognize that change is difficult and sometimes we make mistakes as we change. Notice positive behaviors.

Let go of past hard feelings and look for ways to work together productively, e.g. use common personal greetings, say thanks when appropriate, acknowledge and show appreciation for changed behavior, repeat common ideas and goals, etc. If you are having difficulty, visit Recovery from Conflict website (https://conflictmanagement.org.uiowa.edu/recovery-conflict) for further ideas to help you now and in the future.
Conflict Management – Continued

**Prepare**

**Think About:**
- Emotions on both sides
- Content, Pattern, Relationship

**State the problem as concretely and neutrally as possible.**

- In one or two sentences, describe the situation without judgment.

**Focus on how the problem affects shared goals.**

- Think about the primary goals in your workplace and how this situation affects them.

**Talk about ground rules.**

- Considering your history with the other person, talk about ground rules you both need in order to have a productive conversation.

**Communicate Concerns**

- Explain your perspective on the situation, acknowledging that the other person may see things differently. Share themes and examples. Separate intent from impact.

**Actively Listen**

- Encourage the other person to talk. Ask open-ended questions. Reflect the emotions the other person is expressing. Summarize what you have heard.

**Brainstorm options.**

- This is an opportunity for creativity! Come up with as many ideas as possible to solve the problem.

**Develop a solution**

- Evaluate the brainstormed options and choose the ideas that work best for both of you.

**Follow up**

- Decide what time frame makes sense to check in to see how the solution is working. Revise the solution as needed.
# 2021-2022 Biweekly Payroll Schedule

## IBA and Science Alliance Interns

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Electronic Timesheets Due by 12PM on</th>
<th>Checks Issued</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 8 through Aug. 21, 2021</td>
<td>August 24, 2021</td>
<td>August 31, 2021</td>
</tr>
<tr>
<td>Aug. 22 thru Sept. 4, 2021</td>
<td>September 7, 2021</td>
<td>September 14, 2021</td>
</tr>
<tr>
<td>Sept. 5 thru Sept. 18, 2021</td>
<td>September 21, 2021</td>
<td>September 28, 2021</td>
</tr>
<tr>
<td>Oct. 3 thru Oct. 16, 2021</td>
<td>October 19, 2021</td>
<td>October 26, 2021</td>
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<tr>
<td>Oct. 17 thru Oct. 30, 2021</td>
<td>November 2, 2021</td>
<td>November 9, 2021</td>
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<tr>
<td>Oct. 31 thru Nov. 13, 2021</td>
<td>November 16, 2021</td>
<td>November 23, 2021</td>
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<tr>
<td>Nov. 14 thru Nov. 27, 2021</td>
<td>November 30, 2021</td>
<td>December 7, 2021</td>
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<tr>
<td>Nov. 28 thru Dec. 11, 2021</td>
<td>December 14, 2021</td>
<td>December 21, 2021</td>
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<tr>
<td>Jan. 9 thru Jan. 22, 2022</td>
<td>January 25, 2022</td>
<td>February 1, 2022</td>
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<tr>
<td>Jan. 23 thru Feb. 5, 2022</td>
<td>February 8, 2022</td>
<td>February 15, 2022</td>
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<tr>
<td>Feb. 6 thru Feb. 19, 2022</td>
<td>February 22, 2022</td>
<td>March 1, 2022</td>
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<tr>
<td>Feb. 20 thru March 5, 2022</td>
<td>March 8, 2022</td>
<td>March 15, 2022</td>
</tr>
<tr>
<td>March 6 thru March 19, 2022</td>
<td>March 22, 2022</td>
<td>March 29, 2022</td>
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<tr>
<td>March 20 thru April 2, 2022</td>
<td>April 5, 2022</td>
<td>April 12, 2022</td>
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<tr>
<td>April 3 thru April 16, 2022</td>
<td>April 19, 2022</td>
<td>April 26, 2022</td>
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<td>April 17 thru April 30, 2022</td>
<td>May 3, 2022</td>
<td>May 10, 2022</td>
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<tr>
<td>May 1 thru May 14, 2022</td>
<td>May 17, 2022</td>
<td>May 24, 2022</td>
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<tr>
<td>May 15 thru May 28, 2022</td>
<td>May 31, 2022</td>
<td>June 7, 2022</td>
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<tr>
<td>May 29 thru June 11, 2022</td>
<td>June 14, 2022</td>
<td>June 21, 2022</td>
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<tr>
<td>June 12 thru June 25, 2022</td>
<td>June 28, 2022</td>
<td>July 5, 2022</td>
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<tr>
<td>June 26 thru July 9, 2022</td>
<td>July 12, 2022</td>
<td>July 19, 2022</td>
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</tbody>
</table>

**Please note:**
In addition to entering your hours online, you need to document your hours and a brief description of what you are working on to your lab supervisor. 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@upw.edu](mailto:laura.kowalski-bliss@upw.edu) on the email.

This form is available on ICON page for the IBA/LSAMP Program. It is filed under Payroll for IBA and SA
# Travel Assistance Application

**IBA/LSAMP/Science Alliance Travel Assistance Application**

<table>
<thead>
<tr>
<th>STUDENT INFORMATION</th>
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<tbody>
<tr>
<td>Name:</td>
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<tr>
<td>Legal Name [if different]:</td>
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<tr>
<td>Current Address:</td>
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</table>

<table>
<thead>
<tr>
<th>CONFERENCE/CONVENTION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Name:</td>
</tr>
<tr>
<td>Conference Web Site:</td>
</tr>
<tr>
<td>Location:</td>
</tr>
<tr>
<td>Dates of Event: (Please provide schedule)</td>
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</tbody>
</table>

**Presenting?**
If not presenting, please provide a letter of support from your PI. This would be a brief statement explaining why this event would be beneficial to the student. These responses should be emailed to jurczakowski.bliss@uiowa.edu

**REQUESTED FINANCIAL ASSISTANCE**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Requesting from IBA</th>
<th>Other Financial Assistance (other department, scholarship, awards, etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration</td>
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<tr>
<td>Hotel</td>
<td></td>
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<tr>
<td>Transportation</td>
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<tr>
<td>Other</td>
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</tbody>
</table>

**SCHEDULING/TRANSPORTATION**

<table>
<thead>
<tr>
<th>Expected departure date &amp; preferred time of day</th>
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<tbody>
<tr>
<td>Expected return date &amp; preferred time of day</td>
</tr>
<tr>
<td>Preferred Airport:</td>
</tr>
</tbody>
</table>

**TRAVEL ARRANGEMENTS AND LODGING**

If traveling with other students and would like to coordinate schedules—please provide their names and who will be making their travel arrangements. We will do our best to accommodate—but this is not guaranteed. Hotel costs split evenly between all guests.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Traveling with</th>
<th>Sharing Room</th>
<th>If known, provide staff person assisting with their travel</th>
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**EXCUSE LETTER FOR PROFESSORS**

You are responsible for discussing this with your professors in advance and making arrangements for missed work.

<table>
<thead>
<tr>
<th>Course</th>
<th>Professor</th>
<th>Dates you will miss</th>
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*Revised 08/20*

This form is available on ICON page for the IBA/LSAMP Program. It is filed under Travel Document
Travel Expense Reimbursement Form

IBA/LAMP Travel Expense Reimbursement Voucher

If you have travel expenses to submit for reimbursement, please fill out the form below. Email copy of completed form to laura-kowalski-bliss@uiowa.edu. This information should be turned in within five business days after your return. Receipts can be scanned/ enviado or hard copies can be turned into the office (105BB).

<table>
<thead>
<tr>
<th>Traveler Name:</th>
<th>Phone #:</th>
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<tbody>
<tr>
<td>TEV/Trip Number</td>
<td>Date Submitted:</td>
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</table>

Destination:

Purpose:

Date and time of Departure: / Date and time of Return: /

Other Notes (personal travel dates, miscellaneous information):

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Hotel</th>
<th>Other</th>
<th>Meals B</th>
<th>Meals L</th>
<th>Meals D</th>
<th>Total</th>
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TOTAL

DOCUMENTS TO INCLUDE

All transactions over $75.00 require an itemized receipt and proof of payment (credit card/cash). Credit card statement may be requested if proof of payment isn’t clear. Smaller amounts should have paper or electronic receipts and documentation.

Hotel Folio (request when checking out)

Transportation: Taxi/rideshare, parking, mileage, gasoline

Meal receipts

Please contact Laura Kowalski-Bliss with questions.
169 Biology Building
laura-kowalski-bliss@uiowa.edu

This form is available on ICON page for the IBA/LSAMP Program. It is filed under Travel Document.