

IOWA
BIOSCIENCES
ACADEMY



Student Handbook

Phone: 319-467-1483
Fax: 319-335-1069
Email: iba@uiowa.edu
Room: 169 Biology Building

Iowa Biosciences Academy
169 Biology Building
Iowa City, IA 52242

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INTRODUCTION AND GENERAL PROGRAM INFORMATION

Co-PI/Program Director: Dr. Lori Adams (Biology)

Co-PI: Dr. Jeff Murray (Pediatrics)

Associate Director: Brinda Shetty

Career Counselors: Chelsey Gates (Counseling Psychology)
Devon Dawson (Counseling Psychology)
Halin Chung (Counseling Psychology)

Administrative Services Coordinator: Laura Kowalski-Bliss

Web site: <http://iba.biology.uiowa.edu/>

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. 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.

In 2019 the IBA program created a new initiative, the Science Alliance. 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.

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)		
Lori Adams	Lori-Adams@uiowa.edu	Co-PI and Director, IBA Associate Prof of Instruction, Biology
Jeff Murray	jeff-murray@uiowa.edu	Co-PI, IBA Professor, Department of Pediatrics
Vincent Rodgers	Vincent-rodgers@uiowa.edu	Co-Investigator, Instructor for IBA Prof and Director of Graduate Studies
Brinda Shetty	Brinda-shetty@uiowa.edu	Associate Director
Chelsey Gates Devon Dawson Halin Chung	Chelsey-gates@uiowa.edu Devon-Dawson@uiowa.edu Halin-chung@uiowa.edu	Career Counselor/ Graduate Research Assistant
Laura Kowalski-Bliss	Laura-kowalski-bliss@uiowa.edu	Admin Services Coordinator

Department	Contact	Phone Number	How can they help?
Payroll	Chris Stevens	Christine-stevens@uiowa.edu	Human Resources and I-9
Graduate College & OGEI	Joe Henry	Joseph-henry@uiowa.edu	Outreach & recruitment; grad program fees
Iowa Center for Research by Undergrads (ICRU)	Bob Kirby Melinda Licht	Bob-Kirby@uiowa.edu Melinda-smits@uiowa.edu	Director of ICRU Prog Coordinator
Medical Scientist Training Program (MSTP)	Pam Geyer	Pamela-geyer@uiowa.edu	Co-Director Ulowa MSTP (MD/PhD)
Minority Health & Health Disparities International Research Training (MHIRT) Program	Marek Mikulski	marek-mikulski@uiowa.edu	Coordinates MHIRT
Summer Research Opportunities Program (SROP)/McNair Scholars Program	Diana Sproles Elizabeth Lara	diana-sproles@uiowa.edu elizabeth-lara@uiowa.edu	Coordinates SROP/McNair SROP Director

Drop-In Virtual Office Hours – Fall 2020

The following hours are open for drop-in visits. No appointment needed. If you need to speak to a staff member outside of the posted time or about a private matter, please email to schedule an individual meeting. Hours for the Spring Semester will be posted in early January.

Name	Date	Time	Personal Meeting ID or Zoom Link
Lori Adams	Tues	3:30-4:30pm	Personal Meeting ID 304 306 1127
Vincent Rodgers	Wed Thurs	10:30-Noon 1:00-2:30pm	Personal Meeting ID 572 560 3434
Brinda Shetty	Mon	9:30-10:30am	Personal Meeting ID 712 989 9135
Chelsey Gates	Fri	9:00-10:30am	Personal Meeting ID 976 612 21926
Devon Dawson	Mon	8:00-9:00am	Personal Meeting ID 545 727 6193
Halin Chung	Wed	11:00-12:00pm	Personal Meeting ID 239 613 1225
Laura KB	Thurs	10:00-11:00am	Personal Meeting ID 917 349 34408

Who Does What for IBA/LSAMP/Science Alliance?

Issue	Contact
IBA General Program Information	Laura Kowalski-Bliss
Science Alliance General Program information	Brinda Shetty
LSAMP General Program Information	Chelsey Gates
Academic Counseling/Career Counseling	Chelsey Gates , Devon Dawson , Halin Chung
Tutoring	Brinda Shetty
IBA and Science Alliance Payroll	Laura Kowalski-Bliss
LSAMP Stipend Questions	Chelsey Gates
Peer Mentoring	Chelsey Gates , Devon Dawson , Halin Chung
Student Travel Arrangements	Laura Kowalski-Bliss
Financial Assist: Conferences, GRE, Poster Printing, etc	Laura Kowalski-Bliss
Graduate School Application Fees	Joe Henry
Human Resources Questions	Laura Kowalski-Bliss ; Chris Stevens
IBA Seminar IBA:1041 Questions speak with your specific instructor	Lori Adams , Brinda Shetty Chelsey Gates , Vincent Rodgers
Research Lab	Speak with your PI or direct supervisor
Excuse Letter: Absences for conferences/sponsored events	Laura Kowalski-Bliss
Web-Site, Social Media	Laura Kowalski-Bliss , Chelsey Gates (LSAMP)

PAYROLL FOR IBA AND SCIENCE ALLIANCE STUDENTS

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

IBA Student Hourly Rate - \$12.00/hour

Science Alliance Interns Hourly Rate - \$9.00/hour

Research/Lab Work Expectations

- **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 employment and research taken for academic credit.

 - **Research for Academic Credit**
 - Students are **NOT** allowed to receive academic course credit and be paid for the same work.
 - One hour of academic credit will count as three hours of work. This time will be subtracted from the 20 hour weekly maximum as put forth by the State of Iowa.
 - **Additional campus employment**
 - Students can NOT exceed a total of 20 hours per week between all campus jobs

*example: 3 academic credits of research is equivalent to 9 hours so your maximum allowable IBA research hours is 11 hrs/week **20 hrs – 9 hrs = 11 hrs/week***

*(example: If you work in the cafeteria for 12 hrs/week your maximum allowable IBA research is 8hrs/week **20 hrs – 12 hrs = 8 hrs/week***

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

What should the new employee bring to this meeting?

- Bring Photo ID
- Login/Password for logging in to Employee Self-Service (HawkID)

PAYROLL - CONTINUED

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. Please see the appendix for the timeline for this year or <https://hr.uiowa.edu/pay/payroll-services/payroll-calendars/biweekly-payroll-schedule-2020-2021>
- 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.

PAYROLL - CONTINUED

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 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.

To: Lab Supervisor
CC: Laura-kowalski-bliss@uiowa.edu
Subject: Summary of my hours for pay period ending **Saturday, Month Day**

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

Students are to meet with a Career Counselor at least once per academic year 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.

IBA/Science Alliance Seminar Schedule

Year 1 – Freshman Science Alliance	Fall: Ways of Knowing Science (BIOL:1808 with Lori Adams)
	Spring: Entering Research (IBA:1041:0001)
2nd Year – Sophomore Science Alliance	Fall: Professionalism in the Scientific Community (IBA:1041:0002)
	Spring: Career Exploration and Specification (IBA:1041:0002)
3rd Year - Junior: IBA Scholar	Fall: Scholar Seminar: Professionalism in the Scientific Community (IBA:1041:0002) OR IBA Scholar Seminar (IBA:1041:0003)
	Spring: Applying to Graduate School (IBA:1041:0003)
4th Year - Senior: IBA Scholar	Fall: Scholar Seminar: IBA Scholar Seminar (IBA:1041:0003) OR Teaching Your Research (IBA:1041:0004)
	Spring: IBA Scholar Capstone (IBA:1041:0004)

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

COURSES AND PROGRAM STRUCTURE – CONTINUED

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

Values	Students will:	Mentors will:
Responsibility	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • develop good working relationships with others in the lab, • follow instructions and advice of the mentor and supervisor. 	<ul style="list-style-type: none"> • encourage student to treat lab technicians and research assistants with respect, • treat the rotating student with respect.
Perseverance	<ul style="list-style-type: none"> • learn to pursue his/her interest until completion of the research work, and • not give up easily when things go wrong. 	<ul style="list-style-type: none"> • help guide the student along to enable him/her to complete a manageable amount of research within the timeframe given.
Commitment	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • accept an alternative project graciously. 	<ul style="list-style-type: none"> • provide a worthwhile experience that gives the student some insight into the world of research.

Adapted from 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.

IBA/SCIENCE ALLIANCE STUDENT EXPECTATIONS

1. Attendance

- **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.
- **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 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

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

3. Academic Excellence

- 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

- Students selected for IBA and Science Alliance Internships 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

- 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.

7. Communication

- Students are expected to respond in a prompt and professional way to all email communication sent by IBA staff.
- You are required to use the calendar tool in Microsoft Outlook (free through hawkmail) to respond/RSVP to event and meeting invitations sponsored by the IBA/Science Alliance.
- 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.

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.

ACADEMIC SUPPORT AND TUTORING – HOW TO GET HELP

1. **Visit Tutor Iowa** at <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 – the university offers free tutoring at various locations and online via video appointments or Zoom. Check the web listing for your subject matter. <https://tutor.uiowa.edu/find-help/help-labs/>

*** most labs are offering video appointments due to Covid-19 – see your specific subject matter for availability ***
 - 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/ to learn more about courses offered.

*** offered via Zoom for Fall 2020 due to Covid-19 ***
 - 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 FOR IBA STUDENTS

The following benefits apply to IBA students only.

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> (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. We discourage students paying for the test themselves and requesting reimbursement. 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>) have their application fee waived through the FreeApp program. Joseph Henry in the Grad-DEI (<https://www.grad.uiowa.edu/diversity/office-of-graduate-diversity-equity-and-inclusion>) has the CIC application forms. The FreeApp description can be found at this link <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.

TRAVEL GUIDELINES

IBA students who have been accepted for Poster or Oral presentations at a conference related to their degree program may request financial assistance through IBA. 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. Science Alliance students

*****Covid - There is currently a ban on student travel that has been extended through October 15, 2020. The University will re-evaluate the situation in September with any new data and guidance available. *****

Requesting Travel Assistance From IBA or Science Alliance

- Discuss If there is an opportunity to present or attend a conference related to your field, start by discussing it with your PI.
- Complete the Travel Assistance Application
 - This is available on the ICON page for the IBA/LSAMP Program (filed under Travel Documents.)
 - A copy of the document is available in the handbook resources section
- Submit completed application to laura-kowalski-bliss@uiowa.edu
- You will need to provide a program guide for the conference

University Of Iowa Travel Office Acceptable Expenses

<https://uiowa.edu/ap-purchasing/travel/travel-faqs>

DURING THE TRIP – Allowable Expenses/Receipts Required

Your travel time 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 .
- See <https://ap-purchasing.fo.uiowa.edu/domestic-travel> for maximum 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.

TRAVEL GUIDELINES - CONTINUED

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
- 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 that students name and which charges apply to each student

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

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: “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:

- 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.

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, Director, or Assistant Director
- 3.) Consistent disregard of the student expectations (see page 14)

RESOURCES

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.

Best Practices for Effective Conflict Management

(<https://conflictmanagement.org.uiowa.edu/best-practices>)

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.

Conflict Management – Continued

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

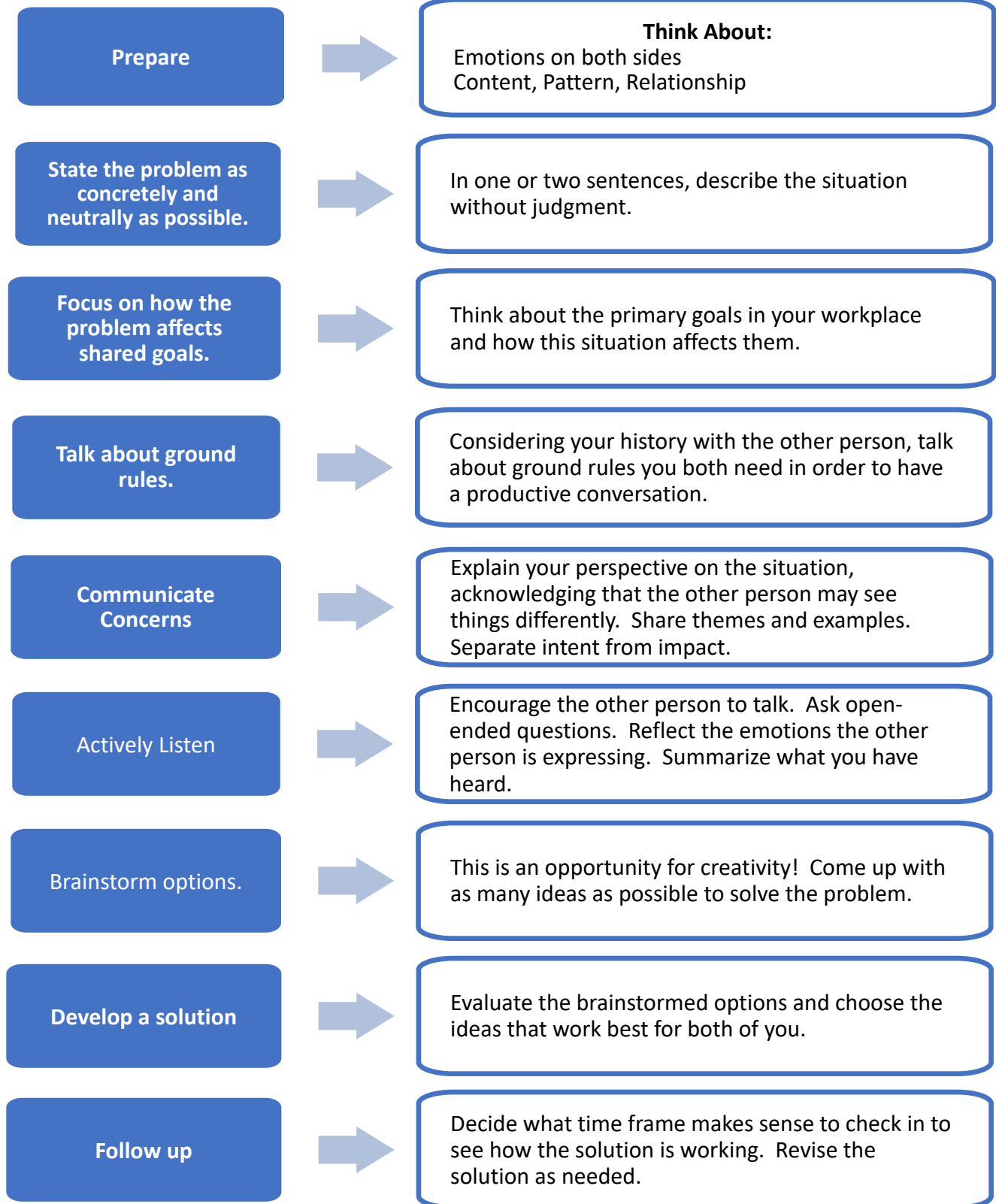
- Seek assistance from UI resources if you need it.
- Make known your goals for the conversation.
- Discuss confidentiality.
- Use Respectful Communication so that each person will continue to participate and not leave, go silent, raise their voice or be defensive.
- Listen intently for the other's perspective. 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



Biweekly Payroll Schedule

2020-2021 Biweekly Payroll Schedule IBA and Science Alliance Interns

Pay Period	Electronic Timesheets Due by 12PM on:	Checks Issued
July 12 thru July 25, 2020	July 28	Aug 4, 2020
July 26 thru Aug 8, 2020	Aug 11	Aug 18, 2020
Aug 9 thru Aug 22, 2020	Aug 25	Sept 1, 2020
Aug 23 thru Sept 5, 2020	Sept 8	Sept 15, 2020
Sept 6 thru Sept 19, 2020	Sept 22	Sept 29, 2020
Sept 20 thru Oct 3, 2020	Oct 6	Oct 13, 2020
Oct 4 thru Oct 17, 2020	Oct 20	Oct 27, 2020
Oct 18 thru Oct 31, 2020	Nov 3	Nov 10, 2020
Nov 1 thru Nov 14, 2020	Nov 17	Nov 24, 2020
Nov 15 thru Nov 28, 2020	Dec 1	Dec 8, 2020
Nov 29 thru Dec 12, 2020	Dec 15	Dec 22, 2020
Dec 13 thru Dec 26, 2020	Dec 29	Jan 5, 2021
Dec 27, 2020 thru Jan 9, 2021	Jan 12	Jan 19, 2021
Jan 10 thru Jan 23, 2021	Jan 26	Feb 2, 2021
Jan 24 thru Feb 6, 2021	Feb 9	Feb 16, 2021
Feb 7 thru Feb 20, 2021	Feb 23	Mar 2, 2021
Feb 21 thru Mar 6, 2021	Mar 9	Mar 16, 2021
Mar 7 thru Mar 20, 2021	Mar 23	Mar 30, 2021
Mar 21 thru April 3, 2021	April 6	April 13, 2021
April 4 thru April 17, 2021	April 20	April 27, 2021
April 18 thru May 1, 2021	May 4	May 11, 2021
May 2 thru May 15, 2021	May 18	May 25, 2021
May 16 thru May 29, 2021	June 1	June 8, 2021
May 30 thru June 12, 2021	June 15	June 22, 2021
June 13 thru June 26, 2021	June 29	July 6, 2021
June 27 thru July 10, 2021	July 13	July 20, 2021

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@uiowa.edu on the email.

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Travel Assistance Application

IBA/LSAMP/Science Alliance Travel Assistance Application

STUDENT INFORMATION			
Name:			
Legal Name (if different):			
Current Address:	Current Cell Phone:		
CONFERENCE/CONVENTION INFORMATION			
Conference Name:			
Conference Web Site:			
Location:			
Dates of Event: (Please provides schedule)			
Presenting?			
If not presenting, please provide a letter of support from your PI. This would could be a brief statement explaining why this event would be beneficial to the student. These responses should be emailed to laura-kowalski-bliss@uiowa.edu			
REQUESTED FINANCIAL ASSISTANCE			
Expense	Requesting from IBA	Other Financial Assistance (other department, scholarship, awards, etc)	
Conference Registration			
Hotel			
Transportation			
Other			
SCHEDULING/TRANSPORTATION			
Expected departure date & preferred time of day			
Expected return date & preferred time of day			
Preferred Airport:			
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.			
Student Name	Traveling with	Sharing Room	If known, provide staff person assisting with their travel
EXCUSE LETTER FOR PROFESSORS			
You are responsible for discussing this with your professors in advance and making arrangements for missed work.			
Course	Professor	Dates you will miss	

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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 businesses days after your return. Receipts can be scanned/ emailed or hard copies can be turned into the office (169BB).

Traveler Name: _____ Phone #: _____

TEV/Trip Number _____ Date Submitted: _____

Destination: _____

Purpose: _____

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

Other Notes (personal travel dates, miscellaneous information): _____

Date	Description	Hotel	Other	Meals			Total
				B	L	D	
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 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