

OKINBRE.OUHSC.EDU

SURP

Summer Undergraduate Research Program

2019 GUIDE



Funded by the National Institutes of Health
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Institutional Development Award Program

TABLE OF CONTENTS

Program Contacts	3
Program Dates	4
Important Deadlines	5
Program Overview	6
Working in the Lab.....	7
Completing OUHSC Employment Forms.....	8
Online Employment Application – complete by April 12	8
Background Check Authorization – complete by April 12.....	9
Personal Data Form – complete by April 12.....	9
W-4 Form – complete on first day, May 21.....	9
Direct Deposit Form – complete on first day, May 21	10
Paychecks.....	10
Parking	10
Training	11
Orientation.....	12
Enrichment Sessions	13
Abstract, Poster Presentation and Competitions	14
NIH Reporting Requirements.....	14

Program Contacts

For all questions regarding the OK-INBRE Summer Undergraduate Research Program (SURP) please email:

SURP@OUHSC.EDU

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Program Dates

May 6 or May 13	Orientation (choose a day to attend)
May 20	Boot Camp at OCCC for OK-INBRE community college participants only
May 21	Orientation Day for OUHSC and OMRF students
May 21	First day in the lab for students not at OUHSC or OMRF
May 22	First day in the lab for OUHSC and OMRF students
May 24	Zoo Field Trip
May 27	Memorial Day Holiday (do not report to the lab)
May 31	Enrichment Session, Writing an Abstract
June 7	First Pay Check
June 7	Enrichment Session, Designing a Poster with PowerPoint
June 11	Ice Cream Social
June 14	Enrichment Session, How to Present a Research Poster
June 17	Enrichment Session, MD/PhD Program Overview
June 21	Second Paycheck
June 21	Enrichment Session, OUHSC Health Professional Programs
June 28	Enrichment Session, Writing a Personal Statement
July 3	Abstract Submission Deadline
July 4	4 th of July Holiday (do not report to the lab)
July 5	Third paycheck
July 12	Poster Session and Luncheon, Embassy Suites Hotel at OUHSC
July 19	Fourth Pay Check

Important Deadlines

By April 12 Online Application
 Background Check
 Personal Data Form

Once the three items above are complete, you will be officially affiliated with the OU Health Sciences Center and will receive an email that will give you access to your new OUHSC email address.

YOU MUST SET UP A NEW PASSWORD FOR YOUR OUHSC EMAIL PRIOR TO ORIENTATION OR YOU CANNOT BE HIRED AS AN OUHSC EMPLOYEE.

YOU WILL NEED TO BRING YOUR LOGIN INFORMATION WITH YOU TO ORIENTATION.

By May 3 OUHSC students register for parking

By May 17 Take the Responsible Conduct of Research Tutorial
 Take the Preflection Survey
 Register for parking if located at OUHSC

By May 21 Contact your mentor to confirm where you are to report

On May 22 Complete direct deposit and W-4 in OUHSC Self Service

By May 24 Complete the training modules

June 10 RSVP for hotel for night before poster session

June 28 Deadline for entry into the poster contest

July 3 Abstract due for poster session

July 5 Deadline for RSVP to poster session luncheon

OK-INBRE Program Overview

The **Oklahoma IDeA Network of Biomedical Research Excellence (OK-INBRE)** is a grant awarded by the National Institutes of Health Institutional Development Award (IDeA) Program to the University of Oklahoma Health Sciences Center. OK-INBRE consists of a network of institutions statewide, including research-intensive institutions, primarily undergraduate institutions and community colleges. OK-INBRE builds State capacity to carry out biomedical research by supporting promising new faculty, recruiting students into biomedical research careers, and sustaining vital core facilities. The scientific themes of OK-INBRE are multi-disciplinary, targeting the fields of Cancer, Developmental Biology and Infectious Diseases.

The OK-INBRE summer research program is one of four Summer Undergraduate Research Programs (SURP) offered by OUHSC aimed at preparing and encouraging undergraduate students to pursue careers in biomedical research or health related sciences. The programs are: the Summer Undergraduate Research Program (SURE); the IDeA Network of Biomedical Research Excellence (OK-INBRE) Summer Undergraduate Research Program; the Cancer Undergraduate Research Experience (CURE); and the Native American Research Center for Health Summer Program (NARCH).

To find out more about all SURP programs offered by OUHSC, visit the [OUHSC SURP page](#).



OUHSC SURPs introduce outstanding undergraduate students to the rigorous academic preparation required to achieve their career goals through participation in intensive, hands-on research experiences in the laboratories of biomedical faculty mentors. OUHSC SURPs seek outstanding undergraduate students from around the state to spend their summer in a biomedical research lab where students join experienced laboratories and work with other students and personnel to pursue their own projects over the course of an eight-week period. On the final day, students show off their progress at a poster session to the campus community. A Celebration Luncheon follows where student accomplishments are acknowledged by their advisors, awards are presented, and a former summer student returns to campus to present a Keynote Address. Students participating in our intensive programs receive generous stipends to allow pursuit of their research activities full-time (40 hours/week) without distraction.

Working in the Lab

Congratulations on your acceptance into SURP! Now let's look at what to expect over the summer.

- It is important to remember that this is a job. You will report to work as you would with any other job.
- The term of employment is expected to begin on May 21, 2019 and run through July 12, 2019. The program concludes with a poster presentation of the research project.
- The scheduled work hours will be determined by the mentor, but typically will be from 8am – 5pm, Monday – Friday, depending on the type of work being performed in the lab.
- If you cannot make it to work, you must contact your lab and let them know. If a situation arises affecting your participation in the program, contact your lab and the SURP office at surp@ouhsc.edu so that we can make adjustments to your paycheck if necessary.
- Mentors, graduate students, and laboratory technicians work very closely with each student, teaching science as well as methods and techniques while allowing the student to assume responsibility for the project.
- Dress attire for labs is generally casual, with no open toed shoes.
- Check your OUHSC email daily! We will communicate with you through this email.
- It is expected that any other employment will not interfere with the scheduled work time in the lab. The same is applicable to any courses being taken during the summer.
- It is expected that you will have reliable transportation to and from the appointed mentor lab.
- The student is responsible for all living expenses, parking fees, travel to the mentor lab, etc.
- Students may request to receive credit for the summer program. The cost of tuition and fees will be the responsibility of the student. Students who elect to receive credit for the summer program may be required to show proof of health insurance. This will not apply to all students.

If you have concerns at any time during the summer regarding your placement, the number of hours you are working, or any other concern, please contact the SURP program as soon as possible and we will help find a resolution to your concern.

Completing OUHSC Employment Forms

Important Deadlines:

- By April 12, complete the OUHSC online employment application form, background check and Personal Data Form.
- On the first day of the program, May 21, complete the Direct Deposit Form and the W4 form.
- By your selected orientation date (May 6 or 13), set up your new password for your OUHSC email. Instructions to do this will be emailed to the address you put on your Personal Data Form. **YOU CANNOT BE HIRED IN AT ORIENTATION WITHOUT YOUR UPDATED OUHSC LOGIN.**

Online Employment Application – complete by April 12

All participants must be hired by OUHSC and complete an employment application. Even though you have been accepted to the program, you still have to fill out the OUHSC employment application form online.

Go to:

<https://ou.taleo.net/careersection/2/jobdetail.ftl?job=190013&tz=GMT-05%3A00&tzname=America%2FChicago>

Job Number: 190013
Organization: Microbiology & Immunology
Job Location: Oklahoma-Oklahoma City-Health Sciences Center
Schedule: Part-time
Work Schedule: M-F, 8-5
Salary Range: Dependent upon experience
Benefits Provided: No

1. Select "**Apply For This Listing**" below Listing Details. You will notice that the job type indicates **Temporary**
2. Select new applicant
3. Choose a user name and password
4. Answer "yes" to all the questions. Answering "no" will cause the system to reject your application.
5. Save the application. You will receive a confirmation number after completing the application.

Background Check Authorization – complete by April 12

You will receive an email to complete the background check online. **You must complete the form within 48 hours of receiving the email.** You cannot participate in the program if you do not complete the form, no exceptions.

Under University of Oklahoma policy, the University of Oklahoma Health Sciences Center will conduct Standard Pre-Employment Background Screening on all new hires and on certain employees to substantiate their qualifications for employment. This document provides authorization and notifies the individual of his rights under the Fair Credit Reporting Act.

Personal Data Form – complete by April 12

1. Navigate to: https://apps.hr.ou.edu/DMS/documents/files/Personal_Data_Form_PDF_-_HSC/EmpPersonalDataForm_7-20-2018.1.pdf
2. Type all your responses, do not write them in, except for your signature
3. Leave the employee ID blank
4. List your 9 digit zip code because we need it to enter you into the employment system
5. List an email address on this form you regularly check

We do not recommend using your university email. OUHSC will send an email to the address you indicate with instructions regarding your OUHSC email account. Be sure to check your junk/spam folders for this email. **You will be required to have your OUHSC email set up and password reset prior to orientation or you cannot be hired as an OUHSC employee.**

6. Email the Personal Data Form to: SURP@ouhsc.edu

W-4 Form – complete on first day, May 21

International students do not complete the W4 form at this time. These students will receive additional instructions based on the foreign international form that is provided at orientation.

Navigate to OUHSC Self Service

- Go to ouhsc.edu
- Select OU Employees tab in the top menu bar
- Select Self Service Login
- Select Employee
- Enter your OUHSC's username and password that you use for your OUHSC email
- Setup Duo Authentication and accept the login request
- Select Self Service
- Select W-4 Tax Information under Payment Compensation
- Complete the W-4 form and submit

Direct Deposit Form – complete on first day, May 21

If the Direct Deposit Form is not completed by Wednesday, May 22, you will be paid with a paper check that you can only pick up at OUHSC.

Navigate to OUHSC Self Service

- Go to ouhsc.edu
- Select OU Employees tab in the top menu bar
- Select Self Service Login
- Select Employee
- Enter your OUHSC's username and password that you use for your OUHSC email
- Setup Duo Authentication and accept the login request
- Select Self Service
- Select Direct Deposit under Payment Compensation
- Complete the form and submit

Paychecks

SURP participants receive a flat payment compensation for participation in the program. However, **each check will be subject to taxes as determined by your W4 form that you complete through OUHSC Self Service.** Students will be paid on June 7, June 21, July 5, and July 19.

Parking

Parking for OUHSC Students

On the first day of the program, students will park in OUHSC student lot "O" on the OUHSC map

OUHSC parking is \$22 per month

You must register to park online by May 3rd

- Go to ouhsc.edu/parking/
- Select First Time Online Registration on left hand side
- Complete Guest User Registration Questions
- Next, you will "manage my vehicle". You will be asked for your tag number, vehicle make and model, plus additional information
- You will get your actual permit on the first day of the program.

Parking for OMRF Students

On the first day of the program, students will park in OUHSC student lot "O" on the OUHSC map

OMRF will provide parking for their students. Contact your mentor prior to the beginning of the program to see where you should park.

Training

Training is to be completed during the first week of the program. You cannot be employed by OUHSC without completing all training.

Email your training certificates to: Stephanie-odparlik@ouhsc.edu

HIPAA Security and HIPAA Privacy Training

Health Insurance Portability and Accountability Act

<https://apps.ouhsc.edu/hipaa/>

Complete both the privacy and security training.

Sexual Harassment and Discrimination Awareness Training

If you took this training last year, you do not need to complete it again.

<https://learn.ouhsc.edu/>

Fire safety, hazardous communication/general safety, and lab safety

Students at OUHSC will complete this training on the first day of the program, May 21.

Students at other campuses will need to navigate to OUHSC's OnPoint system and the Enterprise Learning Management System at <https://onpoint.ouhsc.edu/Account/LogOn> to see all required training.

Responsible Conduct of Research Training

- Go to <http://nationalethicscenter.org> to register an Ethics Core account
- Once registered, you will receive a confirmation email. You must click on the link provided in the email to confirm your registration.
- Confirming your registration will take you to the Ethics Core login page. Login using the user name and password you chose. You may also login by going to the homepage and clicking the login link at the top of the page.
- Once you are logged in, click on "RCR Modules from CMDITR" in the top menu bar.
- To start the tutorials, select "continue tutorials." You may also preview the tutorials by selecting "preview tutorials."
- You will be asked for the group that you are associated with to begin the tutorials. Select "Oklahoma IDeA Network of Biomedical Research Excellence."
- Click "Register" and begin tutorials. You are only required to complete Module 1.

Orientation

1st Orientation (all students) – May 6th or May 13th – You will be asked to select the day you will attend

2nd Orientation (OUHSC and OMRF students only) – May 21st

1st Orientation – May 6 or 13

All students, no matter where their mentor lab is located, will attend an orientation meeting on either May 6th or May 13th at 10am at the OU Research Park located at 655 Research Parkway, Oklahoma City, OK, 73104. You will receive an email requesting that you select which day you will attend. The purpose of the orientation is to provide an overview of the program, complete your I-9 Form to hire you as an OUHSC employee, and meet other students in the program.

You will need to bring ID cards for your I-9 form (see below), a signed social security card, the forms listed below and your OUHSC login ID and password.

NOTE: Your Social Security Card must:

- be original, not a copy
- not be laminated
- be signed by you
- not state “authorized for work only”, unless you are on a visa

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be **UNEXPIRED**

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Bring the following forms to orientation:

- Loyalty Oath
Use OUHSC Address
We will notarize at orientation, you don't need to have this done before
Do not fill out anything below your signature line
- FNIF (International Students only)
- CPID form
- Talent Release Form

Forms are located at the following links:

https://apps.hr.ou.edu/DMS/documents/files/Loyalty_Oath/Loyalty_Oath_12-2013v4.pdf

http://www.ouhsc.edu/financialservices/documents/Payroll_forms/FNIF.pdf

https://apps.hr.ou.edu/DMS/documents/files/Confidential_and_Proprietary_Information_Disclosure_Form/Confidential_and_Proprietary_Information_Disclosure_Form.pdf

http://www.ou.edu/publicaffairs/mediacenter/jcr_content/contentpar/download_0/file.res/Talent%20Release%209:12.pdf

2nd Orientation – May 21 (OUHSC and OMRF students)

All summer students in labs at OUHSC or OMRF will attend a full day of orientation on Tuesday, May 21st in the Nicholson Conference Center on the OUHSC campus in Oklahoma City. At Orientation, you will get your student ID cards, take a campus tour, have lunch, take photos, and complete training.

The Orientation day concludes with a reception at 4pm. Any mentors on campus are welcome to attend the orientation day reception at 4pm to meet the students.

All students in labs at other campuses will ***not*** need to come to the Orientation on May 21nd. Instead, these students will need to be in contact with their mentors and perform any laboratory safety trainings or additional trainings prior to beginning work in the lab.

Enrichment Sessions

Enrichment sessions will be held every Friday on OUHSC's campus for all students who are in labs at OUHSC or OMRF. All students off campus will ***not*** need to attend these sessions, but will receive a video link of the sessions for their independent viewing.

May 31	Writing an Abstract
June 7	Designing a Poster with PowerPoint
June 14	How to Present a Research Poster
June 17	MD and MD/PhD Program Overview
June 21	OUHSC Health Professional Programs Overview
June 28	Writing a Great Personal Statement

Abstract, Poster Presentation and Competitions

Overview

The SURP programs conclude with a poster session and celebration luncheon where students display their research results with all SURP program participants and mentors across Oklahoma. Students have the opportunity to participate in a poster competition the day of the poster session.

You will provide an abstract of your poster to the SURP office that is approved by your mentor. You will be given guidelines and instructions on how to prepare your poster and abstract.

Your mentor is responsible for the cost of preparing your poster.

Awards for Community College Students

The two community college students with the best posters will win a \$2,000 scholarship to transfer to a 4-year college or university. To be eligible, you must be transferring to a four year college in the fall of 2019.

NIH Reporting Requirements

For OK-INBRE SURP participants, because this program is funded through a federal grant awarded by the National Institutes of Health, OUHSC is required to register grant supported trainees in the eRA Commons. Information in the Commons helps NIH better understand the diversity of the biomedical workforce receiving NIH-support.

The eRA Commons (Electronic Research Administration) is an online interface where signing officials, principal investigators, trainees, and post-docs at institutions/organizations can access and share administrative information relating to research grants.

You will receive an email from NIH regarding your registration in the eRA Commons. The Commons ID generated for you is yours forever. Please keep your password and user ID for future reference. If you ever participate on a NIH grant in the future or apply for one of your own, you will need this information to apply for grants and comply with reporting requirements.

ENJOY YOUR SUMMER!