

RISE POLICIES AND PROCEDURES

1. Fellows shall complete all required forms and registration steps (create an iBiosketch account, etc.) on or before the day that your Fellowship officially begins.

Neglecting to complete these steps may delay reimbursement/payment. If not compliant within a week after the official fellowship date will result in withdrawal of the Fellowship offer.

2. If Fellows have obligations outside of the RISE Program, they must be made clear before accepting this Fellowship. Fellows shall comply with their obligations to attend and fully participate in RISE activities as outlined. If Fellows take on additional obligations, they must be of a nature that will not cause conflict with RISE, and must be approved in writing by the Program Director. Travel arrangements are non-transferrable. Fellows also agree to repay any non-refunded costs for cancelled travel.

Fellows who take on other responsibilities that interfere with their participation in Program activities (including but not limited to sports, clubs, or other jobs on/off campus) may be asked to discontinue those activities, or surrender their Fellowship.

3. To receive payment through RISE funding, Fellows shall submit a weekly timesheet—signed by their Mentor—to the RISE Administrative Support Associate and must complete electronic records of the week's activities (iBiosketch and Braveweb).

Failure to complete this documentation will result in delay of payment. Continued neglect of these submissions will result in Fellowship termination.

4. Within 10 days of selecting a Faculty Mentor, Fellows shall generate (with help from RISE Staff and their Research Mentor) a list of specific academic and research goals for the academic year and shall submit them to the Program Coordinator. Fellows will review and revise these goals periodically during their support period.

Failure to submit goals will result in placement on probation or Fellowship termination.

5. Fellows are required to maintain a strong academic standing (GPA \geq 3.0). Failure to maintain the required GPA will result in probation (limited payment for non-academic activities). To advise Fellows on their academic progress, the RISE staff needs Fellows to submit their midterm grades each semester.

Failure to submit grades will result in placement on probation or Fellowship termination.

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6. Fellows shall maintain a laboratory notebook, and shall follow all departmental and university regulations regarding conduct in the laboratory. For example, laboratory work shall always be supervised by the Mentor or an appropriate staff member.

Work with unapproved methods, materials, or continued neglect of regulations will result in placement on probation or Fellowship termination.

7. Fellows shall attend all RISE meetings and programmatic activities, including workshops on some Saturdays and one or two off-campus conferences and meetings.

Failure to notify RISE Staff of scheduling conflicts is not a valid reason for missing such events. Missing a single event without very strong reasoning and valid explanation will place your Fellowship in a "probationary" status. Multiple failures in this area will lead to Fellowship termination.

8. Fellows shall prepare a poster to be presented at the PURC Symposium, RISE End-of-Summer Research Presentation and/or other venues throughout the academic year and/or summer. Any publications or presentations arising from your work must acknowledge the RISE grant (NIGMS Grant Number: R25 GM 077634).

For a new research project, extensive data is not needed for such a poster. All Fellows will receive help in this area, especially those who have never prepared such a presentation. Failure to generate a presentation is a missed opportunity and will result in possible probation or termination, as well as render Fellows ineligible to apply to the Program next year or in the coming summer.

9. Fellows shall cooperate with the grant's external evaluator, who will collect data on the Program's success via short, monthly web-based surveys, feedback on Program activities, an exit survey, and other mechanisms.

Failure to complete requests from the external evaluator will lead to placement on probation. Multiple failures in this area will lead to Fellowship termination.