

INBRE SUMMER PROGRAM

Expectations of Students

1. Students will spend a minimum of 40 hours per week working on their projects.
2. Students are **required** to attend and participate (**cameras are to be on throughout the entire presentation**) in all weekly workshops and scheduled program activities. **Please use your full name and the program name (i.e. Chris Smith, INBRE)** as your user name during all Zoom events. Everyone is asked to **be on time** (preferably early) for each workshop/event.
3. Students are **required** to present their research during a weekly workshop (10-minute presentation, 5 minutes for questions) near the end of the program.

Grounds for Dismissal

Students can be (and have been in the past) dismissed from the summer program for:

1. Chronic or blatant safety violations in the lab
2. Falsifying data and/or plagiarism
3. Any behaviors which might:
 - a. Put the program in jeopardy
 - b. Put the student or other students at risk
4. Failure to attend weekly workshops
5. Failure to work in the lab

UAMS Policy

Everyone is expected to follow the [Employee Basic Code of Conduct](#).

UAMS is a [Smoke-Free Campus](#). Smoking is prohibited on or in all UAMS owned or leased properties, UAMS owned or leased vehicles, and UAMS adjacent grounds, including parking lots and ramps in accordance with the [Smoke-Free Campus Policy](#). The UAMS drug-free awareness statement is as follows: Any employee who illegally uses, gives, sells, or in any way transfers a controlled substance to another person, or manufactures a controlled substance while on the job or UAMS premises, will be subject to disciplinary action up to and including termination. This includes employees who report to work under the influence of drugs, if they are not able to perform their jobs in an efficient and safe manner.

Your UAMS ID badge must be worn in an upright, readable position on the outer most layer of clothing at all times during working hours. ID badges must be worn with a clip or lanyard above the waist so the name, job title, department and picture are clearly visible at all times. ID badges **are not** to be worn off campus if you are not representing UAMS in an official capacity.

Dress Code Policy

Due to the pandemic, masks must be worn properly (covering your nose and mouth) when entering any UAMS facility and must be worn while in public areas. Masks must also be worn while riding on the UAMS shuttles. **EVERYONE MUST ANSWER THE COVID SCREENING QUESTIONS (<https://uams.edu/COVID19SCREENER/Account/login>) PRIOR TO ARRIVAL FOR SCREENING AND BE SCREENED DAILY AT ONE OF THE SCREENING LOCATIONS**

ON CAMPUS. After receiving clearance at the screening station, you will be provided a sticker **THAT MUST BE VISIBLY WORN** every day. You will be provided a sticker each day.

Jeans are allowed but no ripped or torn clothing is allowed.

For your safety and the safety of others, you should be fully protected and covered to protect your skin from potential chemical spill or mishaps while working in the lab. No open-toed shoes are allowed in the lab. Everyone will be provided a lab coat that should be worn in the lab.

Business casual attire is the recommended attire for any presentations where you will be the presenter.

Guide for Half-Way (Half-Way) Progress Report

The Half-Way Progress report is intended to keep you on track for your final written report. Your progress report should be two pages (singled-spaced) with one figure. Please use these same format instructions for your final paper.

In your report answer these questions:

1. How does your research topic fit into the “big picture” (i.e. curing cancer?)
2. How does your project fit into the research of your group?
3. State what you are trying to do. (Goal)
4. Give summary of data and what it means up to now.
5. Point out what you would like to finish before summer’s end.
6. References? Do you have any yet? Five to 10 are average for the final report.

You will submit your half-way paper via email to Diane McKinstry.

Oral Presentation During Weekly Workshop

Students will present their research during a weekly workshop (schedule provided on program schedule). The presentation format is as follows: **10-minute talk, 5 minutes for questions.** Presenters will be presenting virtually via Zoom and are asked to have your presentation ready to share when it is your time to present. All students are expected to have their cameras on throughout the entire workshops. Mentors and lab staff working with you on your project are invited to attend. Please be sure to send Diane the names of whom you would like to invite so they can receive the Zoom invite. Business casual attire will be appropriate for your oral presentation.

Research Involving Vertebrate Animals

All students whose research project involves working with animals are required to have a separate training with the Division of Laboratory and Animal Medicine (DLAM). Please be sure to first discuss this with your mentor and if you need this training please use the following link: <http://inside.uams.edu/iacuc/>.

Research Involving Human Subjects

All students whose research project involves human subjects are required to complete the online Human Subjects Protection training in the CITI program at <https://www.citiprogram.org/>. Please be sure to first discuss this with your mentor as they will be able to assist you in the type of module you are to complete.

Instructions for submitting your research paper

1. **Format** – in Microsoft Word and submit via email.
2. **Set-up** – 8.5 x 11 with 1-inch margins top, bottom, left, right; single space text.
3. **Text** – use Times New Roman 12-point font, left justified, indent first line of paragraphs 0.5 inch, **single-spaced**. Do **NOT** number pages and please do **NOT** use section breaks.
4. **Title**
 - a. Research title – Times New Roman 14 – Centered – Bold
Name, Student's University – Times New Roman 10 – Centered – Bold
Do not include anyone else on this line. You may acknowledge others in the acknowledgement section.
 - b. University town and state – Times New Roman 10 – Centered – Bold

The Production of Cytochrome f by XYZ Mutants

John Doe, University of New Mexico
Las Cruces, New Mexico

5. **Sections** – Times New Roman 14 – Centered – Bold (example below – student may not have every section, or may have more – *this is just a guideline*).

Abstract
Introduction
Experimental Procedures
Data Collection
Data Analysis
Results and Discussion
Conclusion
Acknowledgements
References

6. **Abstract** (if any) – the entire paragraph of the abstract should be in Times New Roman 12 – Center justified – Bold
7. **Acknowledgements** – **In addition to whomever the student is acknowledging**, please include the following: This project was supported by the Arkansas INBRE program, with the National Institute of General Medical Sciences - NIGMS (P20 GM103429) from the National Institutes of Health.
8. **References** – Use Times New Roman, size 12 font. **Do not use the endnote or footnote function in Word.** Please refer to the **ACS Citation Style Guide**. Please do not just include references in the bibliography, **be sure to cite all references within the text.**
9. **Tables, figures and graphics** – All must fit within the 1 inch margins and **MUST** be reproducible in **black and white**. The printed book of abstracts will not be printed in color. Please try to format all figures so they fit the portrait page layout, not landscape. Your figures need to be moveable so please do not anchor a figure to the page.
10. You can submit your paper via email to Diane McKinstry. You will not receive your final paycheck without submitting your research paper. *****PLEASE NOTE THAT IF YOU DO NOT FOLLOW THE INSTRUCTIONS PROVIDED ABOVE THIS WILL LEAD TO YOUR PAPER BEING SENT BACK TO YOU FOR EDITING AND MAY CAUSE A DELAY IN YOU RECEIVING YOUR FINAL CHECK.*****

Poster Guidelines

1. Use minimum words and panels, a readable font, and clearly labeled graphics and diagrams for a neat simple look. A poster is not a research paper. You will not be able to present everything you did during the summer.
2. Use the same title for both your research paper and your poster.
3. Design your poster in Microsoft PowerPoint as one slide, 54" wide X 36" high.
4. Title and author panel fits across the top and contains the title (suggest 80 font), authors, and affiliation on separate lines (suggested 36 font).
5. Text size – a 24-point font is the *minimum* font size.
6. Sections: Background and introduction, Purpose, Methods, Data and Results, Interpretation, Conclusion, and Acknowledgments.
7. Graphics – for best results do not paste your tables or graphics, but import them from a saved graphics file using the 'Insert' menu. Graphical presentation of numerical data is more effective than tabulation. Give structures of compounds rather than names. Label key spectra and chromatographic peaks. **BE SURE TO INCLUDE THE INBRE LOGO AND CITE THE GRANT ON YOUR POSTER.**
8. Assume that the audience will likely have only five minutes to devote to your poster, with each panel getting less than one minute. Design poster to be read from 3 feet away.
9. Color – the design and color are up to you and your mentor. White space on the poster is a good thing.
10. Please **do not** wait until the last minute to submit your poster to be printed. UAMS will accept online work orders for the printing of your poster at <http://creativeservices.uams.edu/posters-presentations/posters/>. Also using that same link, UAMS provides some scientific poster templates. When preparing to have your poster printed, you may also consider using outside vendors such as (but not limited to) *Graphicsland, Inc.* <http://www.graphicsland.com/>.

Presentation

1. Be ready with a short oral summary of the main points of your poster. Be prepared to answer questions about your poster.
2. Business casual dress is appropriate attire for the poster session.

Poster Preservation

1. If you chose to have a paper poster printed, the ink is water-soluble; we suggest you keep your poster stored in a poster tube.

How to cite INBRE

If your research benefited from the use of INBRE equipment, or you received money from INBRE that contributed to your research you must cite INBRE on all publications, presentations, press releases, request for proposals, bid invitations, or any other documents or applications that describe projects or programs that would have been supported by INBRE.

Citation requirements as found in NIH Grants Policy Statement (03/01); Part II: Terms & Conditions of Award; Subpart A: General; Public Policy Requirements & Objectives; Availability of Information; Acknowledgement of Federal Funding:

All HHS grantees must acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal money. Grantees are required to state (1) the percentage and dollar amounts of the total program or project costs financed with Federal money, and (2) the percentage and dollar amount of the total costs financed by nongovernmental sources.

Samples:

"This publication was made possible by NIH Grant # P20 GM103429 from the IDeA Networks of Biomedical Research Excellence (INBRE) Program of the National Institute of General Medical Sciences (NIGMS)",

"The project described was supported by NIH Grant Number P20 GM103429 from the IDeA Networks of Biomedical Research Excellence (INBRE) Program of the National Institute of General Medical Sciences (NIGMS)"

and, as appropriate,

"Its contents are solely the responsibility of the authors and do not necessarily represent the official views of NIH."

For abstracts, a brief citation could be: Supported by a grant from NIGMS (P20 GM103429) at NIH.