

## General Guidelines for

### Howard Hughes Medical Institute Undergraduate Research Fellows College of Chemical and Life Sciences University of Maryland

#### Conduct

The HHMI states that research activities "...should comply with federal regulations and applicable institutional policies regarding protection of human research subjects, humane care and use of laboratory animals, and laboratory safety." You are responsible for your research activities, project results and their interpretation!

An HHMI Undergraduate Research Fellow cannot be concurrently paid by another source to conduct the research outlined in his/her proposal. You can not be employed as a technician, as a research assistant, or in a similar capacity in the laboratory within which you are conducting your HHMI-sponsored research. An HHMI Undergraduate Research Fellow cannot concurrently receive a fellowship that provides a stipend (i.e., Senior Summer Scholarship); however, an HHMI Fellow can jointly hold an academic scholarship if that scholarship provides funds for only educational expenses (i.e., Banneker Key Scholars). You can, however, defer your HHMI stipend if you receive another award that also provides a stipend.

#### Expenditures and the Disposition of Materials

Expenditures under HHMI Undergraduate Research Fellowships are currently handled by the College of Chemical and Life Sciences Business Services Office (2326 Symons Hall) and Payroll Office (2328 Symons Hall). The staff members who work with the HHMI program are:

Maggi Gray (stipends)	2328 Symons Hall	301-405-7919	msggray@umd.edu
Fabiola Mijares (ordering supplies, travel)	2326 Symons Hall	301-405-3452	fo@umd.edu

**Time Sheets and Paychecks:** When you receive your fellowship, the entire amount of the stipend award is set aside for you to draw from. You are reimbursed for the hours you spend on your research at a rate of \$7.50 per hour. You are responsible for keeping track of the hours you have worked and submitting your hours via an electronic timesheet by established program deadlines. For HHMI, completed time sheet must be submitted by **noon on the Monday immediately following the relevant pay period**. The time sheets and instructions for their use can be accessed at <http://timesheets.umd.edu>.

You will be paid biweekly for any hours you have worked, but only if you have entered your hours in your electronic time sheet. After time sheets have been approved by the Program Director (the Monday afternoon or Tuesday morning following each pay period), you will be unable to make further changes to that timesheet. During the academic year, we expect you to average 10-12 hours per week working on your project. On rare occasions, it is permissible to work up to 20 hours during a single week. During breaks between semesters and during the summer, you may work up to 40 hours per week. **Under no circumstances can students be paid to work more than 20 hours in any given week during academic**

**sessions or more than 40 hours per week during breaks from school. Failure to abide by these guidelines may result in the termination of your fellowship.**

Please be advised that your stipend amount is calculated based upon 10-12 working hours/week during the semester and 30 working hours/week during the summer. If you work and get paid for more hours than this, your stipend will be depleted more quickly and you may run out of funds before the term of your fellowship has ended. In these circumstances, you may continue to use your research supply finds, but you will be taken off the HHMI payroll.

There are several forms that must be completed before you can start obtaining your stipend. Most of these forms can be downloaded from <http://www.life.umd.edu/internship/forms.html>.

- W-4 tax withholding form (required)
- I-9 Employment Eligibility Form (required; bring ID as specified in form instructions)
- Citizenship Status Form (required for anyone who is not a U.S. citizen, including Permanent Residents)
- Direct Deposit Form (recommended, but not required)

If you have been employed previously by the University of Maryland, check with the College of Chemical and Life Sciences Payroll Office (2328 Symons Hall) to see whether you need to submit updated copies of these forms. In some cases, it is possible to have your paperwork transferred from the department where you were previously employed. This paperwork must be completed and on file before you can be placed on the HHMI payroll.

Unless you specify otherwise, your paycheck can be picked up your paycheck from the College of Chemical and Life Sciences Business Services Office (2326 Symons Hall). Please notify the Payroll Office if you wish to have your paycheck routed to the department where you work. If you elect to get direct Deposit, there may be a lag time of several weeks before your checks start being deposited into your checking account. In the mean time, they can be picked up from the College of Life Sciences Business Services Office (2326 Symons Hall).

**Research Funds:** The funds awarded to you to help defray research costs are to be used for expenditures directly related to the activities outlined in the proposal and are subject to the conditions set forth in the "General Guidelines for Howard Hughes Medical Institute Undergraduate Research Fellows". If you wish to spend all or part of your research funds on items not contained in your proposal budget, you must first obtain permission from the Associate Program Director, Dr. Kaci Thompson.

Research funds will be managed through accounts in the College of Chemical and Life Sciences. Forms for ordering supplies can be downloaded from <http://www.life.umd.edu/internship/forms.html>. Completed forms must include your name so that the purchase can be charged to the appropriate account. The form should be sent or faxed (301-405-8408) to the College of Chemical and Life Sciences Business Office (2326 Symons Hall) for approval. The supplies for your research should be delivered to the Department in which you conduct your research.

## Obligations of Fellowship Recipients

As part of our obligation to the Howard Hughes Medical Institute, which provides the funding to sponsor this program, we ask that each Fellow participate in the annual poster session and submit periodic progress and final reports. I may also call on you from time to time to meet informally with current and prospective students who are interested in learning more about undergraduate research. We also host special symposia and workshops from time to time. Your attendance there is expected as your schedule permits.

**Poster:** Undergraduate Research Fellows will be asked to prepare and present a poster at the HHMI Undergraduate Research Symposium, which occurs in February or March of each year. Fellows are also encouraged to present their work, in either poster or oral format, at the annual campus Undergraduate Research Day, held in April.

**Semester Progress Reports:** Undergraduate Research Fellows are required to submit brief progress reports in May and December of each year, to assist us in maintaining program records and preparing annual reports to the Howard Hughes Medical Institute. These reports are to be submitted online and a reminder will be sent out to all Fellows when the report is due.

**Service Expectation:** As a recipient of this prestigious award, our expectation is that you will share your enthusiasm for science with others. We are developing a number of different opportunities for Fellows to participate in outreach programs to the community and will be distributing information about these opportunities early next year. These may range from serving on campus open house panels to developing science education materials for local schools. Fellows will be expected to report on their service activities in their progress reports and participation in service activities will become a qualification for renewal of HHMI Fellowship awards.

**Final Report:** At the end of their final fellowship term, each HHMI Undergraduate Research Fellow is required to submit a formal report in the form of a scientific paper (Introduction, Methods, Results, Discussion, Literature Cited). This report should summarize the research you conducted as an HHMI Undergraduate Research Fellow. Manuscripts submitted for publication and/or departmental Honors theses may be submitted in lieu of a final report.

**Acknowledgment:** The HHMI requests that the following attribution is included in any publication of scientific research supported by the Institute: "Support for this research was provided by a grant to the University of Maryland from the Howard Hughes Medical Institute Undergraduate Science Education Program."

## We Welcome your Feedback

If you have any questions regarding the Undergraduate Research Fellowship Program or any of the HHMI sponsored programs in the College of Chemical and Life Sciences, please feel free to contact me. I am also open to any suggestions you might have about the program. We are thrilled to be able to offer you the opportunity to pursue independent undergraduate research and hope that the experience helps you further your professional and personal goals.

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