HOW DO I SUBMIT AN APPLICATION?

• **PLEASE REVIEW GUIDELINES WITHIN THE INFOREADY WEB APPLICATION PORTAL.**
• **LINK TO APPLICATION**
  • [HTTPS://COMMONWEALTHU.INFOREADY4.COM/#COMPETITIONDETAIL/1891671](https://commonwealthu.infoready4.com/#competitionDetail/1891671)
  • **CONSULT OUR OFFICE AT URSCA@BLOOMU.EDU OR 570-389-4322, AS NEEDED**
TOP TOPICS

**SUPERVISOR RELATIONSHIP**

- **Your faculty mentor will be assisting you throughout the summer**
- **Required to have weekly check in’s**
- **These check in’s are expected to be in-person and or remote through Zoom, phone calls, etc.**
- **They must review and sign off on your hours**

**PAYROLL AND CLEARANCE**

- **You must complete all employment/clearance packets in order to start**
- **Clearances are required for those who do not have them and will be done thru BU Payroll office**
- **Payroll will not approve/add you to ESS (student timesheet/payroll) until all items are complete**
TOP TOPICS

• **IRB Requirements - If your project requires IRB approval**
  • You must have IRB approval before you start any human subject research
  • Be aware of timeframe to get IRB approval

• **Supply Budget**
  • May include budget up to $1,000 for consumable supplies, if essential for project

• **What can NOT be used in your budget**
  • Computers/hardware/calculators/musical instruments/lab equipment
  • Travel and/or travel supplies
  • Office supplies
  • Items that will not be used by the end of semester
TOP TOPICS

**What you CAN use in your budget**
- Chemicals
- Consumable Lab Supplies
- Field Supplies that are expendable
- Consumable Art Supplies

**URSCA Events**
- It is expected that you are to attend all URSCA held events throughout the summer – Dates are and events times TBD
  - URSCA Orientation in May
  - Summer check in/Picnic
  - Poster review session
  - Poster Symposium – This will be held at TBD local venue and or virtual
TOP TOPICS

**Time Management**

- Be aware of the time the URSCA program runs (Summer Only)
- Make sure to plan your schedule ahead of time. What days, weeks, months and at what times will your work take place? Consult your mentor on what is suitable for the project
- Schedule around any vacations or times you know you will not be available to work
- Max of 40 hours per week when entering your time – Over Time will not be allowed
- If you run into issues of time and completion make sure to communicate this with your mentor

**Communication**

- Our office will be doing most communication through emails so you will need to check your emails frequently
- It is very important to communicate with your mentor and to check in with them regularly
- If you are not checking in and or responding to emails you could be removed from the program
- If you have any issues with your mentor please advise our office immediately as so we can get any issues resolved
THANK YOU

ur sca@bloomu.edu

the office of research and sponsored programs

christine orlando - ur sca administrative coordinator

dr. heather feldhaus – ur sca co-chair

dr. angela hess – ur sca co-chair