I. Define Project, Project Objectives, and Hours of Commitment:

A. Has the student applied for other funding, or will receive funding, from another source for the proposed project this semester? Yes ☐ No ☐ Pending ☐

B. If yes or pending, which program or grant (exclude Scholarships)?

II. Ensure student completes the required NIH and Institutional Lab Safety training and submit these certifications to inbre@hawaii.edu. In addition, if a lab has safety training specific to their designated lab, please list the trainings below:

III. Lab Supplies: All lab supplies must be ordered within the semester awarded

IV. Mentor student in the following areas (A through D)

The following are discussion topics upon which students will be evaluation at the end of the semester:

Meeting # 1 (Initial): _____________________________________________________________

Meeting #2 (Midpoint): ___________________________________________________________

Meeting #3 (End): _______________________________________________________________

A. UNDERSTAND INBRE PROGRAM

Review INBRE website and available resources on Student Research Experience page (http://inbre.jabsom.hawaii.edu/)

B. UNDERSTAND THE RESEARCH PROCESS

- Evaluate scientific literature
- Formulate research questions
- Develop and design experiments
- Collect and interpret data
- Keep a detailed lab notebook
**C. LAB RESEARCH SKILLS *For in-lab experience only**

- Prepare Lab book and keep updated
- Lab chore assignments
- Execute required laboratory techniques
- Discuss various experimental approaches
- Select an appropriate experimental approach
- Solve problems that may occur in the lab or research environment

**D. COMMUNICATE SCIENTIFICALLY**

- Present oral reports to the lab/research team
- Prepare and present written reports
- Prepare and present PowerPoint presentations
- Progress Reports (polish data, graphs, tables, illustrations – future poster material and publication)
- Prepare and present a scientific poster

**V. Prepare student to submit a poster and attend the INBRE Annual Program Meeting in conjunction with the JABSOM Annual Biomedical & Health Disparities Research Symposium [Mandatory for INBRE Associates & Scholars]**

**VI. Encourage students to participate in local and national conferences [Highly recommended]**

**VII. Meet with student to finalize the Individual Development Plan (IDP) within 60 days**

**VIII. Prepare student to submit a short Scientific-Reflection paper at the end of the semester**

**IX. Submit the student’s performance evaluation for the semester**

**X. Participate in the Lab Supervisor/Mentor evaluation surveys at the end of each semester**

**XI. Scientific Publication(s):** Include the student’s name and INBRE Acknowledgement Statement (noted below) in the publication of the research project:

_INBRE Acknowledgement Statement: 'This project was supported by grants from the National Institutes of Health (NIH), National Institute of General Medical Sciences (NIGMS), IDeA Networks of Biomedical Research Excellence (INBRE), Award number: P20GM103466. The content is solely the responsibility of the authors and do not necessarily represent the official views of the National Institutes of Health."

I acknowledge and accept the above noted requirements for this program.

_______________________________     _______________________________       ____________
PI/Lab Supervisor (Print Name)                   PI/Lab Supervisor (Signature)                        Date

_______________________________     _______________________________       ____________
INBRE Student Name (Print)                         INBRE Student (Signature)                           Date

**Note to Student: This LSA form must be uploaded to your INBRE SRE Application**
SRE LAB SAFETY CHECKLIST

☐ Lab has daily screening protocol for COVID19 in place

☐ Lab requires all personnel to wash hands upon lab entry and departure

☐ Lab has a sign in/out system for all personnel

☐ Discussed physical distancing in the workplace with all personnel

☐ Identified maximum personnel for the workspace according to optimal density

☐ Have a written plan for shared labs, support shops, and other core work areas that require coordination from multiple groups

☐ Identified team leader to help maintain open communication about work expectations and any concerns regarding health and safety

☐ Provide Personal Protective Equipment (PPE) for all personnel

☐ Provide disinfection products and written protocols for the safe disposal process

☐ If any personnel in your lab tests positive for COVID-19, report it to the Campus Coordinator and INBRE (inbre@hawaii.edu) immediately

☐ Upload your Lab Safety Plan with your application. The Plan should include detailed procedures of how you will handle a positive COVID case reported in your lab. This procedure should be in accordance with your institutional policies