NIH MARC-WSU Program

MARC-WSU Scholar Handbook
Washington State University
Welcome to MARC-WSU!

Letter from the Program Directors:

Dear Scholar,

Welcome to the Maximizing Access to Research Careers (MARC) program at WSU. We are so excited to be working with you over the next two years!

We know you are excited to embark on a career in the biomedical sciences just by being in the MARC-WSU Program. You will find that by working in this program under the guidance of your faculty mentors, you will continue developing a strong academic foundation, while building research skills and one-on-one mentoring relationships that will foster your successful transition to the PhD.

The MARC-WSU program is comprehensive and can be individualized to your specific goals and needs as you build your skills and knowledge in preparation for graduate work. Your research experiences will allow you to develop-and to demonstrate your full scientific talent and potential.

The Program Directors, faculty mentors, and staff of the MARC-WSU Program are personally committed to your success. While your success ultimately depends on you: your energy, your devotion, and your drive; we will be there for you to help you achieve your goals.

Remember that nobody makes it on their own. We developed this program to help connect you with and learn from a community of like-minded individuals who are passionate about biomedical sciences and the potential for biomedical sciences research to serve humankind. As program directors, we are here to help you reach your goals, and we hope that you will come to us whenever you have concerns or questions.

Sincerely,

Mary Sánchez Lanier
Professor (CT)
Program Director

Samantha Gizerian
Associate Professor (CT)
Program Director

Alla Kostyukova
Associate Professor
Program Director


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HANDBOOK FOR MARC-WSU SCHOLARS | PAGE 1
MARC-WSU ADMINISTRATION

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The MARC-WSU Office, located in CUE 403/519, is open Monday - Friday, 8:00 AM - 4:30 PM. Individual meetings with the program directors are always welcome and can be scheduled via email. All students have access to CUE 403 as a study/gathering space.
ABOUT MARC-WSU

Congratulations and welcome to the NIH MARC Program at Washington State University (MARC-WSU)! The National Institutes of Health MARC Program provides 2 years of support for undergraduate students in their junior and senior years who come from backgrounds underrepresented in the biomedical and behavioral sciences. This program will enhance your ability to gain access to a high-caliber PhD program in the biomedical and/or behavioral fields.

Program Eligibility

- Must be an enrolled junior or senior at WSU, admitted to one of the following majors:
  - Biology
  - Biochemistry
  - Bioengineering
  - Chemical Engineering
  - Chemistry
  - Computer Engineering
  - Computer Science
  - Electrical Engineering
  - Genetics and Cell Biology
  - Materials Science
  - Mathematics
  - Mechanical Engineering
  - Microbiology
  - Neuroscience
  - Physics
  - Zoology

- Must be sophomore or junior status with two years left before graduation at the time of application submission; freshman or senior students are not eligible.
- Must be a full-time student with a minimum cumulative GPA of 3.0.
- Must be a member of a group underrepresented in biomedical graduate education and/or meet other criteria (e.g. first generation, income eligibility).
- Must have US citizenship or residency.
- Must have career goal to earn a doctoral degree in biomedical and/or behavioral research.

Benefits to You

- An annual student salary for 2 years (junior and senior years, ≈ $14,000 per year).
- 60% of college tuition and mandatory fees paid by MARC-WSU for the last 2 years of study at WSU (junior and senior years).
- A paid (transportation included) 10-week summer research experience at a research-intensive institution.
- Paid travel expenses to present research at a professional conference.
- Participation in biomedical research.
- Coursework and seminars on relevant topics (e.g. graduate school, careers).
- Academic, career, and personal guidance throughout your undergraduate degree completion.
- Mentoring from faculty, graduate students, and senior MARC scholars.
Program Requirements

_TO MAINTAIN YOUR STATUS IN THE MARC-WSU TRAINING PROGRAM_: 

• Complete your annual report.
• Have regular meetings with your research mentor and the MARC Program Directors.
• Discuss coursework/progress with Program Directors every semester.
• Commit to complete a PhD program in biomedical and/or behavioral fields.
• Register in Research Skills and Advanced Research Skills each semester of the program.
• Engage in a research project with a WSU faculty mentor and a summer research project.
• Work 15-20 hours a week in designated lab and complete time sheets in order to receive stipend.
• Attend all MARC-related events.
• Maintain a competitive GPA appropriate for application to graduate school in your discipline.
• Respond in an appropriate time frame to all email requests.
• Present a rotation report talk during your first semester as a scholar.
• Carry yourself with appropriate demeanor toward other MARC and Pre-MARC trainees, directors, staff, and guests.

**Students not meeting program expectations, goals, and requirements at any time will be dismissed from the program.**

_TO BE COMPLETED BY THE END OF THE MARC-WSU TRAINING PROGRAM_: 

• A research project with a WSU faculty mentor and a summer research project.
• A written and approved thesis (Honors students only) or manuscript based on the research conducted.
• Presentations of research at: (1) SURCA (2) ABRCMS and where possible (3) a National/International Conference in your discipline.
• Acceptance into a PhD program in biomedical and/or behavioral fields.

_AFTER THE MARC-WSU TRAINING PROGRAM_: 

• Complete assessment evaluations for the required 15 years following the program.
KEYS TO SUCCESS IN MARC-WSU

Take Three Simple Steps:
Making sure to always take these three simple steps will give faculty the best possible impression of who you are and how much you are committed to this program and your future success:

1. Check your email at least once per day, and respond promptly and formally. Your professionalism is demonstrated by your communication and responsiveness.
2. Be present. Attend class, attend journal clubs, seminars, and colloquia at WSU, and generally participate. Remember: you need to become known by the faculty who will write your letters of recommendation for your graduate school and scholarship applications. Your commitment to the program is demonstrated by your presence (or lack thereof).
3. Work. As a general rule of thumb, you should expect to work 15-20 hours/week in the research lab. This is in addition to your academic coursework. Your commitment to success is demonstrated by your work ethic.

Take on Opportunity:
Think of your time in the MARC-WSU program as the opportunity to develop three things:

1. Knowledge: Take courses that best complement your research interests and that get you known by faculty in your area(s) of interest.
2. Skills: What specialized skills (e.g. confocal microscopy, CRISPR-Cas9 editing) do you need to learn to pursue your research interests at WSU and beyond?
3. Professional Connections: Go to your instructors’ office hours and meet with your faculty mentor regularly to discuss your academic and research progress. The more they get to know you, the more likely they are to be able to write strong letters of recommendation for you or connect you to unique opportunities to expand your skills and experience.

Take Advantage of Your Resources:
• Work with your peer mentors; they have been through most of what you’re going through!
• If you’re having difficulty in your courses, get help early! We can help you find tutors, etc.
• Apply for external fellowships and scholarships. The Program Directors can help you find opportunities and work with you on the applications.
• Join a professional club or society (e.g. Society of Women Engineers, Undergraduate Research Club, Molecular Biosciences Club) to increase your professional network
• Participate in social events organized by/for MARC-WSU students.
GETTING STARTED WITH MARC-WSU

Read and Sign the MARC-WSU Contract of Commitment
All scholars will read and sign a Contract of Commitment (see Appendix 1) which outlines the MARC-WSU Program requirements to be completed during the training.

Provide a Short Biography and a Picture
All new scholars will send a short biography (100-200 words) and a headshot picture to the program assistant within two weeks of being selected as a MARC scholar. The short biography and the picture will be used for our website. Follow the same format you see on the website.

Register for your MARC Course
As a first year MARC student you will register for Univ 394: Research Skills. During your second year of the MARC program you will register for Univ 494: Advanced Research Skills.

Complete the New Employee Paperwork
You will need to provide verification of citizenship and complete paperwork.

Complete the ERA Commons Registration
After receiving an email invitation, you will set up your National Institutes of Health ERA Commons account and complete your biographic information required there.

Attend Orientation
At the beginning of every fall semester during WSU’s Week of Welcome, the MARC Program organizes an orientation workshop that serves to inform current and new scholars and their faculty mentors about the plans and MARC events for the new academic year. This meeting is also a place where scholars, faculty, and staff share their suggestions on improving the program. The official ceremony inducting new scholars into the program will be held at the end of the orientation program each year in August.
YOUR RESEARCH EXPERIENCE

Finding a Faculty Research Mentor
Once you are appointed as a MARC scholar, you and MARC PDs will work on finding a faculty mentor with whom you can work during school year on a research project. MARC PDs make every effort to match your research interests with those of the faculty mentor. You will complete 3 two-week mini-rotations in different laboratories to help you find your “best fit” lab. These rotations are not intended to be enough time to complete a project, rather it is a chance for you to meet and work with the lab members and be introduced to their research and techniques.

Working in the Lab
MARC scholars are required to work 15-20 hours per week on their research project once they are paired with a research mentor. The hours on a project do not always involve lab bench work. This time includes the time you will spend searching for information, reading the literature, preparing to present at a conference, analyzing data, etc. All of these activities are considered part of your research and should be recorded onto the MARC-WSU Research Timesheet in WorkDay. You will develop a compact with your research mentor that sets out expectations for both of you throughout your MARC-WSU research experience.

Publications and Presentations
You are expected to present and publish your research. Any publication or documents about your research should acknowledge your MARC support and include a disclaimer “Research reported in this publication was supported by the National Institute of General Medical Sciences of the National Institutes of Health under Award Number T34GM141971. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health”. Prior to releasing any press releases concerning your research the Grant PIs must be notified and they will then notify NIH for coordination.
Evaluation of Your Research Work

Your research mentor will evaluate your work regularly and share the results of that evaluation with the Program Directors. The rubric that will use for that evaluation is below:

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Meeting Expectations</th>
<th>Approaching Expectations</th>
<th>Below Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic research concepts</td>
<td>Fully grasps basic concepts underlying research project.</td>
<td>Can understand concepts involved in research project with some assistance.</td>
<td>Has little grasp of basic concepts underlying research.</td>
</tr>
<tr>
<td>Technical skills</td>
<td>Is capable of quickly adopting technical skills necessary to complete project.</td>
<td>Masters techniques with supervision and assistance.</td>
<td>Needs continual supervision to perform lab work or use tools required in research.</td>
</tr>
<tr>
<td>Independent thinking</td>
<td>Independently analyzes data, generates conclusions and hypotheses.</td>
<td>Contributes to project planning and analysis with moderate guidance.</td>
<td>Little contribution to project design or direction, data interpretation or troubleshooting.</td>
</tr>
<tr>
<td>Professional conduct</td>
<td>Consistently behaves in a professional manner.</td>
<td>Usually behaves in a professional manner. Does not repeat errors.</td>
<td>Frequently fails to behave in a professional manner.</td>
</tr>
<tr>
<td>Meets deadlines</td>
<td>Consistently meets deadlines.</td>
<td>Misses some deadlines despite reasonable effort.</td>
<td>Routinely misses deadlines or asks for extensions.</td>
</tr>
<tr>
<td>Defines research objectives</td>
<td>Is actively involved in defining achievable objectives that thoroughly address fundamental project needs.</td>
<td>Aids in defining objectives. Some may be too simplistic or unrealistic.</td>
<td>Takes little initiative in defining the project.</td>
</tr>
<tr>
<td>Communication skills</td>
<td>Written and oral communication is of high quality; student clearly expresses the questions and findings in his/her research.</td>
<td>Written work is clear and adequately presented, but may lack precision and/or concision.</td>
<td>Has difficulty elucidating research questions or adequately presenting data.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Indicator</th>
<th>Meeting Expectations</th>
<th>Approaching Expectations</th>
<th>Below Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use of literature</td>
<td>Clearly demonstrates an awareness of the works of others and establishes a context for the project. Shows an understanding of information from multiple sources.</td>
<td>Shows limited understanding of the work in the field. Knowledge is primarily from faculty provided materials.</td>
<td>Fails to demonstrate an awareness of the works of others and the significance of their project.</td>
</tr>
<tr>
<td>Organized project</td>
<td>Effectively organizes project tasks to minimize wasted time and effort.</td>
<td>Identifies relevant tasks but may struggle with setting priorities and planning.</td>
<td>Has difficulty converting broad objectives to specific tasks.</td>
</tr>
<tr>
<td>Obtains appropriate results</td>
<td>Obtains meaningful results with minimal wasted effort.</td>
<td>Produces some results but not enough. May have difficulty overcoming setbacks.</td>
<td>Generates few meaningful results.</td>
</tr>
<tr>
<td>Interprets data appropriately</td>
<td>Provides thorough and correct analysis of data.</td>
<td>Provides analysis but partially incorrect or not sufficiently thorough.</td>
<td>Little meaningful analysis of data or blatantly incorrect.</td>
</tr>
<tr>
<td>Formulates supportable conclusions</td>
<td>Formulates and adequately supports meaningful conclusions.</td>
<td>Needs help in formulating meaningful conclusions or lacks sufficient support for their conclusions.</td>
<td>Conclusions are absent, wrong, trivial, or unsubstantiated.</td>
</tr>
<tr>
<td>Maintains safe Practices</td>
<td>Develops and follows procedures that account for safety and clean-up. Lab space is clean and neat.</td>
<td>Develops and follows procedures consistent with safe practices but sometimes misses minor safety issues or fails to clean up.</td>
<td>Fails to develop and follow safe procedures and/or clean up.</td>
</tr>
<tr>
<td>Keeps detailed records</td>
<td>Keeps detailed records easily followed by others, including a laboratory notebook, computer files, purchase records and others</td>
<td>Keeps a lab notebook but records lack organization or contain omissions</td>
<td>Keeps poor, sketchy or no records</td>
</tr>
</tbody>
</table>
FINANCIAL MATTERS

**Your Commitment to the MARC program, your research, and your academics is considered your job. You should not have additional employment. Please discuss this with the PIs if you have questions.**

Appointment to the Program- Register with NIH XTrain
The official appointment as a MARC scholar is done through the NIH eRA Commons Portal. You will receive an email asking you to create an account on eRA Commons. It is important to mark your citizenship status while creating the account and completing your personal information. Once the account has been created, you will receive another email usually titled "xTrain: Trainee Appointment Form". This xTrain form will have information on the duration of the appointment and stipend information. The xTrain appointment ends on July 31, and scholars are re-appointed on xTrain on August 1 for their second year of training.

Submission of Timesheets
Your time sheets are completed through WorkDay where you will enter your time worked. These must be submitted well before the deadline. Stipend payments for late timesheets will not be processed until the next round of timesheets is due. Payments occur only during the academic year.

Stipend Payment
Stipend payment will be processed after the timesheet has been submitted through WorkDay. Payday is normally the 10th and 25th of each month. Work from the 1st to the 15th of a month is paid on the 25th, and work from the 16th to the 31st is paid on the 10th. You will have the option to receive mailed checks or have checks direct deposited to their bank accounts. You will only be paid from August 16 to May 15.

Tuition/Fees
After meeting with your academic advisor to plan your course schedule for the next semester, you must submit a list of your chosen classes to the Program Directors for approval. Once the list of classes is approved, the Financial Aid office can apply the MARC tuition award to your account for the next semester.

Taxability of Stipend/Tuition Benefits
MARC-WSU stipends are coded as non-reportable by the university. As such, a Form 1099 will not be issued by WSU to report the stipends. You are reminded, however, that even if WSU does not issue a Form 1099, you still are required to report MARC-WSU stipends. You should, however, receive a 1098-T that reports the tuition award for the year. Please let the program assistant know as soon as possible if you do not receive such form by the end of January. Once Form 1098-T has been issued, it can also be found in myWSU under the HR, Payroll and Benefits tile on your homepage. Please go to the NIH website to read more on Taxability of stipends: https://grants.nih.gov/grants/policy/nihgps_2012/ NIHgps_ch11.htm
MARC-WSU CALENDAR OF EVENTS

MARC-WSU Calendar
All MARC-related events will be sent to you via e-mail. Please check your email regularly. You must use your WSU email to respond to calendar invitations to MARC events. It is extremely important that you respond to calendar invitations within 1 business day.

MARC-WSU Sponsored Events
MARC scholars are expected to participate in all MARC-sponsored events, unless timing conflicts arise, in which case you must notify the PA or the Program Directors of such conflicts as soon as possible.

Recurring MARC-WSU Events
Below is a list of recurring MARC events throughout the year:

Fall Events:
• Week of Welcome Workshops for new scholars
• Orientation Workshop with MARC faculty mentors, program directors, and staff
• New MARC Scholars Induction Ceremony
• Mid-semester Scholar’s Progress Meeting with MARC faculty mentor and PDs
• Annual Biomedical Research Conference for Minority Students (ABRCMS)
• MARC Fall Seminar/Skills workshop with invited speaker
• Computational Skills Workshop (yr 1)/ Graduate School Applications Workshop (yr 2)
• MARC End-of-Semester Celebration

Spring Events:
• Mid-semester Scholar’s Progress Meeting with MARC faculty mentor and PDs
• WSU’s annual Faculty Showcase
• WSU’s annual Showcase for Undergraduate Research & Creative Activities (SURCA) - all scholars are expected to give a poster presentation
• Professional Etiquette Workshop
• MARC Spring Seminar/Skills workshop with invited speaker
• Annual meeting with Program Evaluation Team
• MARC-WSU Year-End/Graduation Celebration
Speakers
MARC-WSU scholars are expected to attend all events during the day that MARC-invited speakers are on campus. Such events may include the scholar giving a lab tour to the speaker in the morning, having lunch with the speaker, and attending the speaker’s research seminar. Speakers are usually invited on a Thursday and give their research seminar at 12:00pm. You will have the opportunity to work with the other members of their cohort to choose 2 seminar speakers for the following year during the spring semester of their junior year. As a group, you will help the MARC-WSU PDs and the relevant university departments to plan each speaker’s visit throughout the rest of the spring and summer, and will act as hosts to your chosen speakers at the time of each speaker’s visit during your senior year.

Website
Our website contains information about the MARC-WSU program, biographies of scholars/faculty/staff, scholars’ achievements, events and recent news, contact details for the MARC team, as well as downloadable forms. Please let us know your comments/suggestions on how to improve our website and make it more accessible to you.

http://MARC.WSU.EDU
CONFERENCES AND TRAVEL

Required Conferences
All MARC scholars are expected to present their research at one National Conference (usually Annual Biomedical Research Conference for Minoritized Scholars, ABRCMS, in the Fall) per year while they are in the training program, subject to availability of MARC funds. MARC scholars are also expected to present a poster at SURCA in the spring.

Traveling to Other Conferences
You may be reimbursed for costs of attending/presenting at a conference (other than the mandatory conferences), provided that you first get the approval of the Program Directors in writing. The Program Assistant will guide you in completing the paperwork needed for travel to conferences as per WSU’s travel policies. Presentation at disciplinary conferences is encouraged.

Conference Poster Printing
Free poster printing service is provided for scholars that are going to present at conferences. Scholars can print their posters in the IPN department office, VBR 205. Poster printing will be available on the days/times announced via email by Program Assistant. Posters have to be reviewed by both the scholar and their research mentor and must be the final, approved version in order to be printed. A Poster Printing Form (Appendix 3) must be completed and signed by both you and your research mentor before coming to the office to print the poster.

Posters must be formatted to fit the poster printer’s dimensions with a maximum height of 42” on one side. Scholars that print posters smaller than 42” in height will have to cut the flanking edges themselves. Poster tubes can be borrowed from the MARC-WSU office and returned after the conference.
SUMMER RESEARCH EXPERIENCE

Summer Research

MARC scholars are required to complete a Summer Research Experience (SRE) at an external research-intensive university for 10 weeks following their first year in the program. Summer research at WSU is not supported by the MARC program. MARC students who are unable to complete an SRE at another university and plan on continuing their research at WSU should notify the program directors no later than March. On occasion, research funding from non-MARC sources may be available to students for WSU summer research. In all cases, students should be at least partially supported by their research mentor.

Finding a Suitable Placement

MARC scholars before their second year in the program are required to complete a Summer Research Experience (SRE) at a research-intensive university for 10 weeks. Finding a placement for this experience will be a joint effort between you and the Program Directors. You will be able to discuss your research interests and your preferences for where you would like to go for your research experience when you meet with the Program Directors mid-fall semester. You can also ask the Program Directors for a list of potential laboratories to apply to. Usually, applications for summer research programs open late in the fall semester and have deadlines in January and February.

Finding a placement for your SRE can be time consuming. In an effort to make the process easier and for your records, you should make a list of preferred summer programs and send it to Program Directors before you meet with them so they know where your interests lie.

Usually, travel expenses, room and board, and stipends will be paid by MARC and not the host institution, unless another arrangement has been made between the Host(s) and MARC Program Directors. MARC Scholars cannot typically accept the financial support from the host institution because they will receive their stipend from MARC. If you are not in an extramural summer internship, you are expected to continue doing research in the laboratory of your faculty mentor.

Summer pay through the MARC program will only be provided to students who are completing an SRE at an institution other than WSU.
Partial List of Local/National Summer Research Programs

We have compiled this list of summer research programs to help you start navigating your options. Please click on each of the hyperlinks below to visit the program’s website:

- Stony Brook University INDUCER program
- Stony Brook University Explorations in STEM Summer Research Program
- RPI Research Experience for Undergraduates Bioengineering and Biomanufacturing
- Fred Hutchinson Cancer Research Center Summer Undergraduate Research Program
- Harborview Injury Prevention and Research Center INSIGHT Summer Research Program
- Institute for Stem Cell and Regenerative Medicine Undergraduate Summer Fellows Program
- Institute for Stem Cell and Regenerative Medicine Research Experience for Undergraduates
- Stipends for Training Aspiring Researchers (STAR)
- Pharmacological Sciences Summer Diversity Program
- Howard Hughes Medical Institute (HHMI) Exceptional Research Opportunities Program (EXROP)
- Institute for Protein Design (IPD) Undergraduate Summer Research Fellowship
- UW Genome Sciences Summer Research Program for Undergraduates
- UW GenOM Project: Genomics Outreach for Minorities
- University of Arizona Undergraduate Biology Research Program
- KBRIN Summer Undergraduate Biomedical Research Program
- Undergraduate Summer Program in Cardiovascular Research
- NCI Cancer Education Program at the University of Louisville
- Lillehei Heart Institute Summer Research Program
- University of Minnesota Health Disparities and Cancer Research Summer Internship
**Research Expectations**

Once you are offered a placement, it is your responsibility to start communicating with your summer research mentor at the host institution as soon as possible. It is good practice to ask your mentor for reading materials about the research topic you are going to be working on and to have completed the reading by the time you arrive at the host institution to start your SRE. You are typically required to work 40 hours/week for 10 weeks during the SRE. Once you start your SRE, you and your summer mentor must complete the Summer Research Experience Form (Appendix 4) and send it to the Program Assistant.

**Presentation of Summer Research**

It is common for the SREs to end with a Summer Research Showcase where each researcher gives either an oral or poster presentation. You may also be able to present your summer research at one of the required conferences or meetings, as well, with written permission from your summer mentor and the MARC-WSU Program Directors.

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Applying for PhD/Graduate Programs
In your second year of appointment, you will be required to work on your Graduate School Application. This includes preparing to take and taking the GRE, creating a personal statement, making a list of all the programs that you wish to apply to, sharing that list with the Program Directors and your research mentor, and contacting faculty to request for letters of recommendations. Please note that most Graduate School applications have deadlines between December 1st and January 1st each year.

Studying for and Taking the GRE
You will begin preparing to take the GRE during the spring of your junior year, with the aim of taking the exam during the summer before or early fall of your senior year. You must take the GRE by October of your senior year in order to be eligible to apply to graduate schools. You will get more information about GRE prep and fee waivers in your Research Skills II class in the spring, and from the Program Directors.

Writing your Personal Statement
Writing your personal statement will be a collaborative effort between you, your faculty mentor, and the MARC-WSU Program Directors. The Program Directors and your mentor will read your drafts and make suggestions to help you improve your writing and show off your skills to potential graduate programs. You will have an opportunity to work on your personal statement in the Advanced Research Skills II class, as well as one-on-one editing sessions with faculty. Please have a first draft of your personal statement ready in October of your senior year so you can send it to your faculty mentor and the Program Directors in time to get good feedback. You will most probably have many drafts before your final one, so it is important to start early.

Letters of Recommendation
You will also need to identify faculty from whom you can obtain letters of recommendation for the graduate school application. Each person who writes your letters must 1) know you well and 2) be enthusiastic about writing you a strong letter. It is recommended that you set up appointments with the faculty to discuss your letter of recommendation and that you have a personal statement, CV, and a list of the programs you are applying to handy to give to them. Please give your recommender enough notice to write your letter, preferably 1 month before the application due date.
MARC-WSU ALUMNI

NIH mandates that we keep track of our scholar alumni and have records of their current professional status for 15 years. As such, once you graduate from the MARC Program and WSU, we will send you an Alumni Survey (Appendix 5) every year so that you can update your information.

It’s very important that you take a few minutes each year to complete the survey and stay in touch with MARC-WSU and tell us about your accomplishments. Your success helps MARC-WSU demonstrate to NIH that this program is doing what it set out to do and allows us to continue the program to help more students be successful in their pursuit of a graduate degree and a career in the biomedical sciences.

As an alumnus, you may also have the opportunity to interact with current MARC-WSU students as a mentor or as part of a professional networking event. These interactions will not only give MARC-WSU scholars a chance to hear from you about your career path, but can also demonstrate to your employers or future employers that you are committed to giving back and increasing diversity in your field.

Please note that this handbook will be updated periodically. However, most changes in policies or rules that affect this handbook’s provisions will be made available to scholars through emails sent to their WSU email address.

Most recent edit: May 2022
APPENDICES

The forms below are for reference only. The most recent documents can be found on our website or in the MARC office.
Appendix 1. Contract of Commitment

MARC Scholar Commitment

1. I will attend all MARC-WSU program events. If I have a conflict, I will contact the MARC-WSU program directors.
2. I will work in my research laboratory 15 – 20 hours per week.
3. I understand that the MARC program activities (research, course, events) are my job (20 hours per week) and as such I have no time for additional employment.
4. I will meet with my research mentor regularly.
5. I will maintain a GPA that will allow me to enter a competitive graduate program.
6. I will enroll in the Research Skills course during each of the 4 semesters that I am part of the MARC-WSU program.
7. As a senior, I will take a leadership and mentoring role in the Research Skills I and II courses.
8. I will present my research at the Showcase for Undergraduate Research and Creative Activity (SURCA) at WSU and the Annual Biomedical Research Conference for Minority Students (ABRCMS).
   a. Prior to ABRCMS I will identify graduate programs I wish to apply to.
   b. At ABRCMS I will visit the graduate programs that I identified and find at least 3 more that interest me.
9. I will apply for an external summer research opportunity between my junior and senior years. I will work with the MARC-WSU program directors to find a suitable placement.
10. I will complete my graduate school preparation, to include taking the GRE and writing a draft of my personal statement by November 1 of my senior year.
11. I will apply for graduate programs by December 1 of my senior year.
12. I will attend and graduate from a Biomedical Ph.D. program.
13. As an alumnus/a, I will keep in touch with WSU, fill out surveys, and update my contact information annually for 15 years.
14. I will behave in an honorable and ethical manner at all times and display respect and sensitivity to the persons around me.

Scholar name (print): ________________________________

Scholar signature: __________________________________

Date: ______________________

APPENDIX 2. Annual Report

Your Annual Report with the following information is due by August 1 each year.

Your name, your eRA Commons User ID

1. Publications
   Provide a list of all publications for which you were an author or co-author. Put a star next to those that were published since last September (that is, in the last year). List Authors (Last name, first name), Year, Title, Journal, Volume, Inclusive Pages, in that order. Remember that any publication or documents about your research should acknowledge your MARC support and include a disclaimer “Research reported in this publication was supported by the National Institute of General Medical Sciences of the National Institutes of Health under Award Number T34GM141971. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health”.

2. A description of the role that you played in any planned or published papers resulting from research conducted while supported by this award (e.g. designed or conducted experiment, analyzed data, drafted paper)

3. Presentations
   Provide a list of all presentations. Put a star next to those presentations made since last September (that is, in the last year). List Authors (last name, first name), Year, Title, name of the conference, location of the conference. Please include all conference presentations as well as any other formal presentations made (i.e. Presentation to department advisory board). Remember, all poster presentations should acknowledge your MARC support “Research reported in this publication was supported by the National Institute of General Medical Sciences of the National Institutes of Health under Award Number T34GM141971.”

4. Significant products developed (e.g., website, computer programs)

5. Research Project and Progress
   *This information will be part of an NIH annual report. Please have your research PI review this prior to submitting.
   a. Provide a one or two sentence description of your research
   b. Describe your research, your specific contributions, and progress of the research.
   c. Provide the date(s) you were working on the research project(s)

6. List your mentor(s) and their role in your work. Name, research mentor, PI; Name, research mentor, graduate student, etc.

7. Fellowships or other support you are receiving.

8. Workshops you have attended. Please include workshops from conferences you attended.

9. Career development activities

10. Conferences attended. Indicated if they were national, regional, or local

11. Please list/describe any clubs, volunteer activities, leadership activities, or other extracurricular activities that you have been involved in.

12. Have you attended regular lab meetings, and if yes how often, and what was your contribution?
Appendix 3. Poster Printing Form

MARC-WSU Poster Printing Form

Please complete this form and submit to IPN staff in VBR 205 at the time of printing

<table>
<thead>
<tr>
<th>Presenter (Student) Name:</th>
<th></th>
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<tbody>
<tr>
<td>Title of Poster:</td>
<td></td>
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<tr>
<td>Name of Conference:</td>
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<tr>
<td>Date of Presentation:</td>
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<tr>
<td>Final Poster Dimensions:</td>
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<tr>
<td>Poster file name:</td>
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<tr>
<td>Poster file type*:</td>
<td>PPT  □ PDF □</td>
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</tbody>
</table>

*only these file types will be accepted

The undersigned student and research mentor have reviewed the poster and approve the submitted file as the final version to be printed.

Student Signature: ___________________________ Date: ______________

Mentor Signature: ___________________________ Date: ______________
Appendix 4. Summer Research Experience Form

### MARC-WSU Summer Research Experience Information Form

<table>
<thead>
<tr>
<th>MARC-WSU Student Name:</th>
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<table>
<thead>
<tr>
<th>MARC-WSU Mentor Name:</th>
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<table>
<thead>
<tr>
<th>Duration of Internship</th>
<th>Start Date:</th>
<th>End Date:</th>
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<table>
<thead>
<tr>
<th>Host Institution:</th>
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<table>
<thead>
<tr>
<th>Host Program/Department:</th>
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<table>
<thead>
<tr>
<th>Host Street Address:</th>
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<table>
<thead>
<tr>
<th>Host City, State, ZIP code:</th>
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<table>
<thead>
<tr>
<th>SRE Mentor Name:</th>
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<table>
<thead>
<tr>
<th>SRE Mentor email address:</th>
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<thead>
<tr>
<th>Room and Board covered by:</th>
<th>Travel covered by:</th>
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<table>
<thead>
<tr>
<th>Hours working in the lab expected per week:</th>
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<tr>
<th>Give a brief description of the SRE project:</th>
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I agree that I have read the NIH MARC Summer Research Experience Policy ([https://www.nigms.nih.gov/training/T34/Pages/sre.aspx](https://www.nigms.nih.gov/training/T34/Pages/sre.aspx)) and I will not accept a stipend from the host institution for my Summer Research Experience.

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date</th>
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<thead>
<tr>
<th>Summer Research Experience Mentor Signature</th>
<th>Date</th>
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<tr>
<th>MARC Program Director Signature</th>
<th>Date</th>
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Appendix 5. MARC Annual Alumni Survey

MARC-WSU Annual Alumni Survey

Please complete this survey and return it to Dr. Gizerian at samantha.gizerian@wsu.edu.

Name: ___________________________ Date graduated from WSU: ________________

1. Are you pursuing or have you completed a graduate degree? __________________
   If yes, what degree (e.g. PhD)? __________________________________________
   Which institution? ______________________________________________________
   Which field (e.g. Biology) is your degree in?: ______________________________

2. If you are still in graduate school, what year of graduate school are you in? __________

3. If you are not pursuing graduate education, do you plan to? __________________
   If yes, Please provide when, where, and which program ______________________

4. What are some of your recent accomplishments? _____________________________
   _____________________________________________________________________

5. Please provide us with any updates to the following:
   Name: ________________________________________________________________
   Address: __________________________________________________________________________________
   Home Phone: ___________________ Cell Phone: ____________________________
   Email Address: ____________________________

6. Your Job Title and Employer: ___________________________________________
   _____________________________________________________________________

7. How has your participation in the MARC-WSU program helped you over the last year?
   _____________________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________
Notes: