

University of Idaho
INBRE Summer Undergraduate Research Program
STUDENT ONE-PAGER (2026)

IMPORTANT DATES	
Friday, April 17 th	Student Research Plans due to Ashley (Preceptor will complete in coordination with student)
Monday, May 18 th	9am-10:30am - Students meet with the INBRE office (Mines 319) for orientation/onboarding. 11am - Students go to the research laboratories (get acquainted, go over expectations, training, etc.)
Tuesday, May 19 th	10am-4pm - INBRE (UI/NIC/LCSC) Kickoff Day (UI campus; Room TBD) & 5pm-7pm - Dinner (Best Western, Room TBD) (<i>Students required all day; Preceptors are invited!</i>)
Wednesday, May 27 th	11am-1pm - First <u>required</u> weekly seminar (lunch provided); Mines 319 Required weekly seminars are held every Wednesday at this time/location (Classroom - Rm 306)
TBD	9am-12pm - INBRE Picture Day (laboratory photos) with photographer Jerome Pollos

BEFORE Summer Undergraduate Research Experience

- ☑ Maintain communication with your faculty Preceptor to understand their expectations for working in the laboratory.
- ☑ Collaborate with your faculty Preceptor to develop a Student Research Plan.
 - Your Preceptor must submit this Plan to ashley@uidaho.edu on or before April 17th.
 - Ashley will verify that all required approvals from the UI Institutional Review Boards are in place.

Preceptor's Department Responsibilities

Your preceptor's department will contact you to complete the UI Employee Onboarding process.

See full list of steps here: [Employee Onboarding - Human Resources | University of Idaho \(uidaho.edu\)](#)

- ☑ Complete Criminal Background Check
 - You will receive an email from clientservices@verifiedcredentials.com to initiate this process.
- ☑ Submit I9 (*if new to UI or I9 is more than 3 years old*)
- ☑ Finalize HR Paperwork
 - Once all required Human Resources documents are complete, your preceptor's department will enter your Employee Personnel Action Form (EPAF). This step ensures you are paid accurately and on time.
- ☑ UI Employee Account Creation (via OIT)
 - The Office of Information Technology will create your UI employee account. You will be notified once your account is active.
 - With your UI account, login to MyUI (*previously Vandalweb*) to update:
 - Enter your personal information (address, emergency contacts, etc.)
 - Complete W-4 tax deductions
 - Setup Direct Deposit for paychecks
 - Access and submit your Timesheet ([Banner 9 Time and Leave Entry Guide](#))
 - Sign up to receive Vandal Alerts (under the *Personal Information* tab)

INBRE Department Responsibilities

- ☑ Whitney will contact your Preceptor with a research supply budget.
- ☑ Ensure UI student enrollment in the summer [BIO 3010-01 \(0-credit\) course](#) (CRN: TBD)
 - Be extra careful to select 0 credits or you will be charged! (Deadline: TBD)

Student Responsibilities DURING Summer Undergraduate Research Experience

Key Dates & Required Activities

- ☑ Monday, May 18 - Attend Orientation at 9am; Meet with your faculty Preceptor in the laboratory at 11am.
- ☑ Tuesday, May 19 - Attend Kickoff Day UI/NIC/LCSC orientation events and dinner (attendance required)

Training & Compliance

- ☑ Complete CITI Responsible Conduct of Research (RCR) training. *Required unless completed within the last 3 years.*
- ☑ Complete all laboratory training required by your Preceptor.
- ☑ Update your NIH eRA Commons ID profile. *You will receive an email link to complete this step.*

Weekly & Ongoing Commitments

- ☑ Attend INBRE weekly seminars
 - Every Wednesday, 11:00 AM – 1:00 PM in Mines 219 (starting May 27). Free lunch included.
- ☑ Create a LinkedIn profile (if you don't already have one). "Follow" Idaho INBRE. Tag Idaho INBRE in related posts.
- ☑ Submit your time sheet every two weeks.
 - Ideally submit on Friday after completing two weeks of work.
 - Must be submitted by Monday at NOON for Tuesday approval.
 - Incorrect hours will be returned for correction.
 - Late submission = delayed paycheck.

Research & Reporting

- ☑ Create a research poster for presentation at a professional conference (ex: Idaho Conference on Undergraduate Research (ICUR)).
- ☑ Participate in evaluation surveys and annual reporting coordinated by Ashley.

Timesheet & Payroll Checklist

- ☑ **Understand biweekly pay schedule**
 - UI employees are paid every two weeks.
 - Paychecks are on a two-week lag (your first paycheck will come on the second payday after you start work).
 - Plan ahead to cover expenses until your first paycheck arrives.
- ☑ **Follow weekly work limits**
 - Maximum 40 hours per week (no overtime permitted).
 - Timesheet weeks run Sunday – Saturday.
- ☑ **Do not claim hours on holidays -**
 - Memorial Day (May 25); Juneteenth (June 19); Independence Day (July 4)
- ☑ **Track allotted hours**
 - You cannot claim more than 400 total hours.
 - You are responsible for monitoring your submitted hours.
 - Contact your Preceptor's department with questions.
- ☑ **Absence approval required**
 - Any absence during the INBRE Summer Undergraduate Research experience must be approved by:
 - Your faculty Preceptor
 - The INBRE office

Tips for Success

- ☑ Treat INBRE as an educational experience (not all activities count as work hours).
- ☑ Check email daily and reply within 24 hours.
- ☑ Keep a lab notebook (provided by INBRE).
- ☑ Dress safely in the lab; dress professionally for dinners, presentations, and conferences.
- ☑ Be early/on time for labs, seminars, and events.
- ☑ Read scientific literature to stay current in your field.
- ☑ Engage with peers, preceptors, and INBRE students – ask questions and collaborate.
- ☑ Practice your research pitch (motivation, hypothesis, plan, results).
- ☑ Start your poster early to ensure quality.
- ☑ Build your professional network and connect with mentors.

QUESTIONS?

Idaho INBRE Evaluation Director and Program Administrator: Ashley Bogar, M.S. (ashley@uidaho.edu)
UI Campus Lead/Student Coordinator: Dr. Nathan Schiele (nrschiele@uidaho.edu)