



Best Practices for Idaho INBRE Student Programs

[Campus Leaders & Student Coordinators – Idaho INBRE \(uidaho.edu\)](#)

Scholars

The Scholars program is designed for freshman and sophomores. It is a research immersion that lasts less than 100 hours or three weeks maximum. It is typically a group project; therefore, the students can present two to a poster at the INBRE conference.

Industry Interns

Industry Interns receive a ten-week (400 hours) bench experience under the tutelage of expert preceptors in industry. These undergraduates design posters around the industry experience. The project is not necessarily hypothesis driven and the industry may limit the data released due to confidentiality.

Fellows

The Fellows program is the preeminent INBRE undergraduate program. It is a competitive program that places the student in an academic laboratory for a ten-week (400 hour) research experience. It is the gold star student achievement in the state of Idaho.

Preceptors

The institution's INBRE student coordinators should meet the preceptors in their lab environment to become familiar with the work environment. Preceptors should be kept in the loops in all aspects that involve them, including cc'd in all email correspondence with the student.

Preceptors should update their profiles as necessary: [Fellows Preceptors – Idaho INBRE \(uidaho.edu\)](#).

Advertising

INBRE flyers for the student program should be available. Key classes should be visited in order to answer questions about the INBRE program. The faculty should be encouraged to hand deliver applications to potential students. If other opportunities are on campus, then those should be advertised also so that as many students as possible are aware.

Selecting

Each institution should form a selection committee to consider the best students and the best matches for the preceptors. Students who are transferring for next Fall should be encouraged to apply at that institution. This is an excellent way to increase the success of the transfer. All applicants should receive a follow-up email/letter including feedback when possible.

HR/payroll

Work closely with the campus HR office to enroll the student correctly into payroll. Clarify things such as start and stop dates, hours per week, timesheet submission, pay per hour, and holiday pay.

eRA Commons

INBRE student coordinators will make sure that the students are assigned an eRA Commons ID and that the students update their profiles. This is **required** for students who participate over 160 hours. The completion of their eRA Commons profiles is critical for NIH reporting purposes.

Training

CITI training for Responsible Conduct in Research for all students. Other trainings as necessary based on projects, and as defined by Preceptors/Student Research Plans.

LinkedIn

INBRE student coordinators will ensure that All INBRE students will create/maintain a LinkedIn account and connect with both [Idaho INBRE](#), and [Ashley Bogar, INBRE Evaluation](#).

Front Load

Each institution should consider a front load (maybe even combining several schools if geography allows) for the newly selected INBRE student researchers. Front loads can include several topics such as: how to research the literature, how to write an abstract, how to design a poster, how to give an elevator talk. Training may also contain sessions on hypothesis generation, experimental design, data illustration and presentation skills. Front loads should include information deemed important at the front of the program for students to understand the big picture of the INBRE program.

Regular meetings

INBRE coordinators should have regular meetings with the students. Weekly meetings are encouraged. Meetings should have an agenda and possibly minutes. Elevator speech/lightening talks are encouraged as the students develop their ability to talk about their project. Students are encouraged to send thank you notes to key individuals who got them to this point. Students are also encouraged to express their expectations for the summer and to reflect upon their growth at the end of the program. If possible, bring in other researchers or industry to give talks.

Site visits

At the midway point, the INBRE coordinators should visit the research location as a way of checking in on both the student and the work environment. This combines nicely if there is a photo day on campus.

Abstracts

INBRE coordinators should have a due date for the abstracts and give feedback to the student in a timely fashion.

Figures, tables, diagrams

INBRE coordinators should have a due date for the figures, tables, and diagrams. The coordinator could give feedback or the students could give constructive criticism to one another.

Statistics

INBRE coordinators should consider having a statistics instructor to help the students in this area.

Poster practice/Tour of posters

A formal or informal poster practice should be planned for before the conference with enough time for students to edit their posters before printing. This is also a good place for the program to invite key personnel/administrators to see the INBRE students in action. Friends, family, and faculty can be encouraged to attend as well. If geography allows this could combine multiple schools.

Professional development

The INBRE student coordinators should include a variety of professional development opportunities throughout the program when possible. These activities are necessary to guide the student as they transition into their professional roles in life.

Cohort building

INBRE student coordinators should allow for some fun time for cohort-building among the students. BBQs, crafts, and games for all involved in INBRE are a few suggestions.

Conference

INBRE student coordinators will direct the students to the proper designation at the INBRE statewide conference: scholars, industry interns, fellows, etc. *The students will present their posters as individuals. The only exception to this is that the scholar's division will allow two students per poster due to the nature of their project. The students presenting posters must be enrolled as undergraduates for the upcoming Fall semester.*