Participant Guidelines for C-MORE Scholars Program

Note: Abuse of these guidelines will result in your release from the program.

1. You are required to attend all scheduled C-MORE Scholars meetings and activities.

2. At the end of the year, you will either give a poster (trainees) or oral presentation (interns, fellows) on your research at a student symposium. A mid-year progress report is due in December.

3. Check your email daily, and reply to all program-related emails within 48 hours. The program uses email as the primary means of communication.

4. When in a lab or in the field, be sure to:
   a. Follow all safety regulations and precautions
   b. Follow the instructions of your mentor
   c. Ask questions when you don’t understand something
   d. Adhere to the work schedule agreed upon between you and your mentor

5. Always behave in a professional manner. During your research hours, there will be no:
   a. Doing homework
   b. Reading personal emails, playing online games, or browsing the internet for pleasure
   c. Personal phone calls or texting (unless it is a DIRE emergency)
   d. Interfering with the work of others
   e. Arriving late
   f. Leaving early

6. Complete the required amount of research hours each month.
   a. Monthly minimum hours are as follows:
      i. Trainees: 45 hrs
      ii. Interns: 55 hrs
      iii. Fellows: 65 hrs
   b. You are expected to engage in research for three months per semester:
      i. Fall - September, October, November
      ii. Spring - February, March, April
7. Submit your timesheets online by the 15th and 30th of each month. When you press submit, they will be forwarded to your mentor, who must approve them by the 2nd and 17th of each month. The URL is: https://secure.jotform.us/form/52108138796158

8. Observe the following terms and conditions regarding stipend checks:
   a. Stipend checks are distributed during monthly meetings. For example, you will receive a stipend check for your September hours at the October meeting.
   b. Stipend checks are taxable, but no taxes are withheld. Therefore, it is important for you to set aside a portion of your stipend each month for tax purposes.
   c. You may earn up to half of your February hours by getting a head start in January. For example, an Intern could log up to 27.5hrs in January toward their February requirement.
   d. The last stipend check of each semester will only be disbursed once you have completed all requirements for that semester:
      i. Fall: Minimum monthly research hours, 10 outreach hours, mid-year report
      ii. Spring: Minimum monthly research hours, 10 outreach hours, presentation at the student symposium, final evaluation

9. Complete at least 10 hours of outreach per semester. Any outreach activity that you want to organize must be pre-approved. Only events that use the C-MORE outreach box and/or promote the Scholars Program (through discussion of your research, distribution of brochures, etc.) are eligible for outreach credit. Submit your outreach forms online. The URL is: http://jotform.us/form/52216965772160

10. Have fun and enjoy your research experience!

If you have any questions, please feel free to contact us at cmorescholars@gmail.com