

Participant Responsibilities for UW PREP

Program Website: <https://depts.washington.edu/uwprep/>

NOTE: We make a distinction between **PI** (faculty member) and **Supervisor** (monitors day-to-day activities and duties; may be an advanced graduate student or postdoctoral fellow); if they are the same person, complete the PI field only.

	Fellow responsibilities	Mentor (PI & Supervisor) Responsibilities
Prior to lab assignment	<ul style="list-style-type: none"> <input type="checkbox"/> Identify potential laboratories of interest; prepare for interviews as recommended by the PREP program <input type="checkbox"/> Submit an initial IDP to PREP staff <input type="checkbox"/> Meet with potential PREP mentors 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with potential PREP fellow(s) <input type="checkbox"/> Discuss potential project(s) <input type="checkbox"/> Outline work expectations <input type="checkbox"/> Describe lab team and who would be the student's primary supervisor <input type="checkbox"/> Provide feedback from initial meeting with fellow to PREP staff (by email or phone)
Upon lab placement	<ul style="list-style-type: none"> <input type="checkbox"/> Understand daily schedule, lab duties, vacation and sick leave request process <input type="checkbox"/> Share class/PREP meeting schedule with supervisor(s) <input type="checkbox"/> Schedule and complete training (lab safety, radiation safety, animal handling). Are titers or vaccinations required? <input type="checkbox"/> Understand laboratory activities you should participate in (e.g., lab meetings, seminars, etc.) <input type="checkbox"/> See Page 2 for additional information. 	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss daily regular schedule - identify a day-to-day supervisor(s), unless the fellow will work with the PI on a daily basis <input type="checkbox"/> Confirm the above supervisor understands PREP's goals and is enthusiastic about participating <input type="checkbox"/> First weeks in lab: observe the fellow perform basic techniques, procedures and calculations relevant to project. <input type="checkbox"/> Share findings with PREP Director. Draft performance improvement plan as needed. <input type="checkbox"/> Outline initial duties and how the Fellow may attain additional responsibilities and independence
During fellowship year	<ul style="list-style-type: none"> <input type="checkbox"/> Attend PREP meetings and participate in discussions <input type="checkbox"/> Complete all PREP assignments as specified <input type="checkbox"/> Enroll in courses as recommended <input type="checkbox"/> Discuss any concerns with program staff as soon as they arise and jointly develop a strategy to resolve the issue; update the PREP director and staff on whether the issue has been resolved. <input type="checkbox"/> Take the GRE by mid-September <input type="checkbox"/> Apply to a minimum of five PhD programs <input type="checkbox"/> Submit an abstract to the UW Undergraduate Research Symposium and present research as poster or oral 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet with the fellow regularly (weekly at first) to track progress and identify concerns early on <input type="checkbox"/> Create a supportive work environment with clear tasks and deadlines <input type="checkbox"/> Contact the PREP staff as soon as any concerns arise, no matter how minor <input type="checkbox"/> Orient the fellow to the rigors of graduate study <input type="checkbox"/> Discuss potential graduate programs that fit the fellow's interests and preferences <input type="checkbox"/> Provide feedback on graduate application materials <input type="checkbox"/> Supervise the fellow's authorship of research presentations and papers <input type="checkbox"/> Complete fellow evaluations
After fellowship	<ul style="list-style-type: none"> <input type="checkbox"/> Complete program evaluation <input type="checkbox"/> Update PREP program of progress 	<ul style="list-style-type: none"> <input type="checkbox"/> Complete program evaluation

To avoid work place miscommunications, discuss the items below.

Daily schedule: PREP fellowships are a part-time commitment (“30 hours/week”). Fellows may not be employed elsewhere or engage in activities that interfere with their ability to fully participate in PREP. Fellows need to use the remaining of the time to search for graduate programs, fellowships, scholarships, and any other opportunities that will help them get into graduate school.

Full participation in PREP typically includes bench work and weekly PREP meetings (≈ 1.5 hours/week). Per the PI’s recommendation, the fellow may also attend departmental talks, lab meetings and journal clubs. The PREP program may recommend enrollment in graduate-level coursework.

A PREP fellow must share the program schedule with his/her PI and Supervisor. Likewise, the laboratory team should allow time for program activities. The ultimate goal is to help the PREP fellow experience and successfully navigate the time constraints experienced by a typical first or second-year graduate student.

Vacation Leave: In most ways, PREP fellows are bound by graduate student guidelines.

The PREP Fellowship is a 12-month commitment. It is expected that students will take no more than two weeks of vacation [10 work days], in addition to University holidays each year. Note that breaks in course work (Fall, Winter or Spring breaks, or anything beyond the official university holidays) are **not** holidays for PREP fellows. PREP Fellows are required to schedule any absences with the PREP Director and the faculty member in whose lab they are working. Unscheduled absences or excessive vacation time will result in a stipend reduction and/or possible suspension from the Program.

The underlined text emphasizes the distinction between requesting and announcing time away from the lab and program. You should make your request in writing via email. Schedule travel **upon** approval of your request, not before.

Travel to research meetings does not count against vacation time.

Sick Leave: The PREP Fellow should phone or email his/her Supervisor if they are too sick to work. This should be done as soon as possible, to allow the Supervisor to adjust workflow but also to prevent unnecessary worries. Each PI handles sick leave on a case-by-case basis – it is the responsibility of the fellow to please discuss this with their PI. We ask that PIs contact PREP staff via email if a fellow calls in sick for 3+ days in a row. Fellows can expect that the PI may request a note from a physician for multiple-day absences.

Lab Safety and Other Training: Please discuss whether the fellow will need to complete laboratory or radiation safety training or obtain other training certificates.

We have read and discussed the above information

_____ PREP fellow’s Initials

_____ Supervisor’s Initials

_____ PI’s Initials

This document was adapted from Emory University's Participant Contract.