

THE UNIVERSITY OF TEXAS AT EL PASO



AY 20-21 SCHOLARSHIP ACCEPTANCE AGREEMENT

BUILDing SCHOLARS

Instructions: To accept the terms of this agreement, please enter your full name as it appears on your UTEP ID and your UTEP ID number in the space provided below. Carefully read and acknowledge acceptance of each clause of this agreement by placing your initials next to the number for the clause. On the last page, put a check mark on the "I agree to adhere..." box, then sign, re-enter your UTEP ID, and enter the date in which you are signing.

Student Name:

UTEP ID #:

ACADEMIC REQUIREMENTS

I understand that:

___ **1.** Upon acceptance to the program, the program advisor, Lorena Orozco, will conduct a degree audit to determine my classification. Based on that classification, the duration of the BUILDing SCHOLARS scholarship will be limited as follows:

- Freshman – 4 years
- Sophomore – 3 years
- Junior – 2 years
- Senior – 1 year

___ **2.** I must maintain a minimum **3.30** cumulative GPA to remain in good standing with the program. If in any given semester my GPA falls below 3.30, a probationary period of two semesters will be allowed, after the program establishes an Individual GPA Recovery Plan (IGRP) to raise the GPA to 3.30 or above, provided calculations indicate it is possible. If recovery is possible, failure to comply with my IGRP during the first probationary semester will result in dismissal from BUILD. Failure to raise my GPA to at least a 3.30 after two semesters may also result in my dismissal from the program.

___ **3.** I must complete a total of **30** credit hours each academic year at UTEP within the fall and spring semesters. Due to budget changes with NIH, BUILD will only cover a maximum of 18 credit hours per year, where 9 credit hours will be covered in the fall and 9 credit hours will be covered in the spring. I will be required to maintain full-time enrollment during both semesters. Dual credit, advanced placement, and/or EPCC hours do not qualify to fulfill this requirement.

___ **4.** Taking more than 18 credits per semester while conducting required research during my junior and senior years is not allowed. Exceptions will be made on a case by case basis by the leadership team if necessary. Adding classes without an exception will result in dismissal from the BUILD program.

___ **5.** I must remain enrolled in the major first approved by BUILD throughout the duration of the scholarship. If I am interested in changing my major and prior to any changes, I must receive approval from my BUILD advisor, Lorena Orozco, in consultation with BUILD leadership. Some majors require a specific BUILD approved minor, and approval must also be received prior to minor changes. If I make

changes without prior approval from my BUILD advisor, I will be dismissed from the BUILD program.

___ **6.** I must reserve ALL Friday afternoons for any workshops that may be offered until the final workshop dates are officially announced. **(See modules schedule to be distributed and the Student Compliance Policy contract for more details.)**

___ **7.** I am not allowed to withdraw from courses or make any changes to my schedule without prior consultation with my BUILD advisor. If my grades in a class prior to the last day to withdraw are indicative of a possibility of a low grade, she will need to be contacted immediately to determine the best course of action.

___ **8.** Any changes made to my schedule which result in a reimbursement awarded to me by the Student Business Center Office must be returned to the BUILDing SCHOLARS center. Assistant Director Evelyn Lopez must be contacted for instructions on how to proceed.

___ **9.** I must enroll in the zero-credit RSRC-4033 every semester I am conducting mentored research at UTEP. Failure to enroll in the zero-credit RSRC-4033 class when I am doing research may result in my dismissal from the program.

___ **10.** Taking classes during the Summer semester is not allowed. Exception to this rule will be determined on a case by case basis by the BUILD leadership team. Failure to obtain proper approvals prior to registering will result in dismissal from the program.

GENERAL REQUIREMENTS

I understand that:

___ **1.** I must meet with my BUILD advisor early in the Spring for Fall advising and early in the Fall for Spring advising and/or to review degree completion progress, receive academic advice on which courses to enroll-in the following semester, and to review program compliance. Failure to comply with this requirement may result in immediate dismissal from the program and scholarship cancellation **(see last paragraph of this agreement)**.

___ **2.** I must regularly check my UTEP email account and immediately respond, if applicable, to any BUILD-related correspondence. Failure to follow this protocol may result in missed announcements, deadlines, advising appointments, etc., with subsequent consequences.

___ **3.** I must participate in a 10-week Summer Research Program (SRP) at a Research Partner Institution every summer (beginning the summer immediately after my first academic year in the program). Conducting an SRP at UTEP will only be considered under extreme circumstances and requires BUILD leadership approval. If I am on probation during the spring semester of any given year, I will be required to complete my SRP at UTEP.

___ **4.** BUILD will assist in pairing me to summer research programs at partner institutions. All institutions have different deadlines; therefore, once I have accepted to participate with an institution/mentor, changes cannot be made.

___ **5.** I may apply to external Summer Research Experiences (SRE) programs in biomedical research. Prior to my decision to participate in an external SRE, I am responsible for providing information about the external program to the BUILD leadership team for review. BUILD leadership approval to participate in external SRE programs must be received to ensure the external program meets BUILD biomedical

research requirements as well as my financial needs. If the program provides any form of federal financial support, BUILD cannot provide any support in the form of transportation, room and board or monthly stipend. Disbursement of stipends will be suspended for the duration of the external program and prorated accordingly.

___ **6.** I may participate in a study abroad program if it is related to my research and with prior approval from my mentor and the BUILD leadership. I must submit a written statement on the nature of the program and how it relates to biomedical research. Study abroad will only be allowed during Maymesters and Wintermesters, and **ONLY** if I have completed all my workshops and have nothing pending.

___ **7.** I must present a poster of summer research results at the annual BUILDing SCHOLARS Fall Symposium beginning my second year in the program.

___ **8.** I must present a poster of academic-year research results (directed by my UTEP mentor) at the spring COURI symposium when conducting academic-year research.

___ **9.** If I am participating in mentored research, I must attend the first day of the two-day statistics workshop organized by BUILD. Workshop schedule could include a Friday afternoon and Saturday morning.

___ **10.** I must meet regularly with the BUILDing SCHOLARS Science Writer, Dr. John Garza, in order to receive feedback and tutoring on writing projects. BUILD writing assignments and associated deadlines will be provided to students during the fall semester. Failure to submit assignments by the deadline will result in delayed stipend payment.

___ **11.** I must submit a weekly report on hours spent doing BUILDing SCHOLARS program-related activities, including research and workshops. I will receive an email from a BUILD Graduate Research Assistants prompting me to complete a very brief report each Friday during the semester. The report must also include BUILDing SCHOLARS sponsored/acknowledged products, such as conference presentations and publications.

___ **12.** I must also meet, biweekly, with the Graduate Research Assistants from the Training Core. A schedule of biweekly meetings will be provided at the beginning of the Fall and Spring Semesters.

___ **13.** I must apply to at least three Ph.D. programs during the Fall semester of my senior year and provide proof of successful and complete submission of applications to the Educational Outreach Coordinator, Fabian Barragan.

___ **14.** I give the BUILDing SCHOLARS center permission to use my name, picture(s), or video captures related to BUILDing SCHOLARS activities for use in the BUILDing SCHOLARS website and any presentation or advertisement associated with the BUILDing SCHOLARS and partner programs.

___ **15.** I give the BUILDing SCHOLARS center permission to access my transcripts and any financial aid/other scholarship information **AND** share my academic record with NIH and the Coordination and Evaluation Center.

___ **16.** I must respond to and complete **ALL** surveys requested by the BUILDing SCHOLARS Program's Researchers and Internal Evaluators, and from the partner Coordination and Evaluation Center (CEC) of the NIH Diversity Program Consortium (DPC) during my participation in the program and **for at least 15 years after I complete the program.**

___ **17.** I must participate in all BUILDing SCHOLARS mandatory events.

___ **18.** I must obtain a LinkedIn account and become a member of the BUILDing SCHOLARS LinkedIn group. Information about the BUILDing SCHOLARS LinkedIn group is forthcoming.

___ 19. I must obtain an ORCID account, so that any future publication that results from my work on BUILDing SCHOLARS can be appropriately documented to NIH. Information about obtaining an ORCID account can be found at <http://www.orcid.org>.

___ 20. I must read and sign the BUILDing SCHOLARS Student Compliance Policy.

REQUIREMENTS FOR INCOMING FRESHMEN

I understand that I must:

___ 1. Complete a specifically designated Research Foundations Course (RFC) through SCI 1301 during my first semester at UTEP. My BUILD advisor will provide Course Number (CRN) for the RFCs offered each fall.

___ 2. Enroll in at least two Research Driven Courses (RDC) throughout the duration of my participation in the program. If the first course I enroll in is part of a 2-course sequence, I must also enroll in the second course of the sequence the following semester. These courses will be part of my degree plan. My BUILD advisor will provide CRNs for the RDCs offered each semester.

___ 3. I must enroll and attend the modules that correspond to my classification at the Professional Development (PD) course that will be offered during a two-week Wintermester held in early January 2021.

REQUIREMENTS FOR INCOMING SOPHOMORES AND JUNIORS

I understand that:

___ 1. I must participate in mentor training and a peer mentoring experience during my sophomore year (this is not applicable to incoming juniors).

___ 2. Students who enter the program as sophomores **must complete** at least one Research Driven Course (RDC) before completion of their degree. Two RDCs are strongly recommended for sophomores. Students who enter the program as juniors are strongly encouraged to enroll in at least one RDC (two are strongly recommended) before completion of their degree.

___ 3. I must work on a mentored research project with a UTEP faculty member during the academic year during my junior year and continuing through my senior year. A research proposal, along with an Individual Development Plan (IDP), must be prepared by the student in partnership with the research mentor and must be submitted in October of the junior year. The exact date will be provided in the Student Compliance Policy contract. The format for both documents will be provided by the BUILD Science Writer. If the research project requires IRB or IACUC approval, a copy of the IRB or IACUC approval letter must accompany the proposal and IDP.

___ 4. I will comply with UTEP laboratory safety regulations, as well as human subjects and animal subjects in research regulations when applicable to my research project.

___ 5. During my junior and senior years conducting research, I must write and submit periodic research reports (approximately every 6 weeks), revised and approved by my research mentor, in the format

required by the program. The specific due dates of research reports will be provided in the Student Compliance Policy contract that will be given to me at the start of the academic school year. If I do not complete my research reports on time, I will have my monthly stipend withheld until the research report is submitted, which may lead to delays in processing and payment of the stipend. If I have not made satisfactory progress as of November 20, 2020, as evidenced by my research reports, I may be dismissed from the program effective immediately, upon discussion of the case and decision by BUILD leadership.

___ 6. A senior honors thesis is not required but highly encouraged. If I convert my research reports into a final outstanding honors thesis and submit it to the Science Writer on or before February 16, 2021, my name may be submitted for acknowledgement at the 2021 Honors Convocation for the successful completion of an Outstanding Honors Thesis. Submission of my name for Honors Convocation is conditional upon review and approval of the honors thesis by the Science Writer and at least one BUILDing SCHOLARS Principal Investigator.

___ 7. I must enroll and attend the modules that correspond to my classification at the Professional Development (PD) course that will be offered during a two-week Wintermester held in January 2021.

FINANCIAL and OTHER REQUIREMENTS

I understand that:

___ 1. By accepting to participate in this research traineeship, I commit to dedicate, in addition to the contact hours required for course-work, up to 19 hours per week in the fall and spring semesters to other BUILDing SCHOLARS related activities, including mentored research, mandatory workshops and the professional development Wintermester course.

___ 2. I commit to dedicate 40+ hours per week in the summer, as required by the specific Summer Research Program at a Research Partner Institution, External SRE, or UTEP to activities related to such a program. Therefore, I will not register for courses during the entire summer semester.

___ 3. I will receive monthly participant support in the amount of \$1,114.00 if I comply with all my requirements as stipulated in this agreement. My last stipend will be received the month of my graduation. The BUILD staff will regularly check my compliance with the program before stipend payment. **NOTE: Some requirements may be waived after consultation with my BUILD advisor, who may in turn consult with BUILD leadership. Special requirements will be considered on a case-by-case basis.**

___ 4. **The BUILD Principal Investigators are cognizant that the NIH grant can only cover up to 60% of my tuition costs. Given there is also a stipend provided, the NIH discourages funded trainees from holding employment, as trainees receiving those stipends should be fully dedicated to their studies and research training. I am therefore encouraged to seek additional financial aid and/or apply for other scholarships, which are listed on the UTEP Office of Scholarships website.**

___ 5. Results of evaluation of my Free Application for Federal Student Aid (FAFSA) by the Financial Aid Office may restrict my scholarship tuition amount.

___ 6. The grant funding BUILD scholarships ends on June 30, 2024. Funding is reviewed and awarded by NIH on June 30th of each year, therefore, funding for my remaining academic years is contingent upon yearly budget approval.

By signing this Scholarship Acceptance Agreement, I, the undersigned student, am committing to the program requirements and will be awarded a BUILDing SCHOLARS Scholarship in the amounts stipulated by NIH. Throughout the duration of the award, this appointment is contingent upon compliance with BUILDing SCHOLARS academic, research, financial and other training plan requirements listed above. **At the discretion of Program Directors, failure to comply with any of the aforementioned requirements without prior approval from the BUILDing SCHOLARS advisor in consultation with the Program Directors may result in scholarship cancellation, immediate dismissal from the program or probation status for one semester (two semesters for GPAs below 3.30),**

- I agree to adhere to the above-mentioned terms set by The University of Texas at El Paso and accept the scholarship awarded to me.
- I decline this scholarship.

Student Signature

Student ID#

Date