

Creating High School and Undergraduate Research Experiences at UM: Tips and Resources

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Today's Agenda

UM Undergraduate Research Journal

Student Program Request Form and Process

Budgeting for Proposals Involving UG & HS Research

Resource Guide for Including High School Students in Research

Outreach Resources for Hosting HS Students at UM

UM Faculty: Perspectives from UG/HS Research Trailblazers

Links and Resources

Questions/Answers

UM Undergraduate Research Journal

A word from Alex Martin

UM Undergraduate Research Journal

From: hr@olemiss.edu [hr@olemiss.edu]

Sent: Monday, June 27, 2016 2:41 PM

Subject: Student Employees: Working Limits



UM Today Express Human Resources

Student Employees: Working Limits

Student employees are limited to an absolute maximum of 25 hours of work per week, regardless of classification or funding source.

[Full details](#)

hr@olemiss.edu UMToday # 156784

Affordable Care Act: Implications for Student Workers at Universities

(FROM E-MAIL TO UM CAMPUS FROM LARRY SPARKS, JULY 2014)

The Affordable Care Act (ACA) legislation that was passed a few years ago will soon have an impact on our working students. Although there have been discussions of federal relief with regards to student workers at colleges and universities, there is no relief available at this time.

- The Act requires all employees who work an average of 30 hours per week be provided ACA compliant health insurance.

- The state health insurance plan, in which we are required to participate, does not and will not cover student workers.

- Severe financial penalties are imposed on employers not in compliance.

Because ACA requires the University to offer ACA compliant health insurance to any person working at least 30 hours per week, we must begin limiting and monitoring the time of hourly student workers. Many of you have made summer plans to use student workers; therefore, implementation of this new policy will be delayed until the start of the new school year.

Affordable Care Act: Implications for UM Student Employment

Effective Monday, August 25, 2014, all hourly student workers and undergraduate students working on a stipend will be limited to an absolute aggregated total of 25 hours of work per week or 55 hours of work per payroll period.

o This limit will be strictly enforced.

o Human Resources and Payroll will monitor work hours each pay period.

o If a student's work time exceeds the limits, the student will be required to be removed from your payroll.

o Continued abuse of these limits will result in the revocation of the department's ability to hire student workers.

o Foreign national students who are not taking summer classes have in the past been able to work 40 hours per week in the summer months. They will now be limited to 25 hours of work per week in the summer.

o The absolute limits must be adhered to so that we can remain in compliance with the legislation and avoid severe financial penalties.

Affordable Care Act: Implications for Student Workers at the University of Mississippi--Exceptions

There are two exceptions:

- Foreign national students who are taking summer classes may only work a maximum of 20 hours per week during the academic year, including summer sessions.
- Graduate students who receive stipends are exempt from the 25 hour limit since the University currently offers them health insurance.

(FROM E-MAIL TO UM CAMPUS FROM LARRY SPARKS, JULY 2014)

Affordable Care Act: Summer 2016 Reminder

From: hr@olemiss.edu [hr@olemiss.edu]

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UM Today Express
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Student Employees: Working Limits

Human Resources: *Student employees are limited to an absolute maximum of 25 hours of work per week, regardless of classification or funding source.*



Student employees are limited to an aggregated total of 25 hours of work per week (Monday - Sunday) regardless of classification or funding source. This limit is **without exception** and must be adhered to to remain in compliance with the Affordable Care Act and avoid severe financial penalties. Please do not contact Human Resources to request an exception or negotiation.

Departments are responsible for ensuring student workers are aware of this limit and that timesheets reflect actual hours worked. If a student's work time exceeds the 25 hour per week limit, the student's employment may be ended immediately. Continued abuse of this limit will result in the revocation of the department's ability to hire student workers.

Note: this limit is unrelated to and does not affect the limits set for foreign national student workers.

When the 25-hour rule becomes an obstacle to educating and/or recruiting students

- But, there may be legitimate reasons OTHER THAN TO MEET A LABOR NEED OF THE UNIVERSITY to give undergraduate students (or graduate students not on assistantships) research experiences in a work setting
- And, there may be legitimate reasons to provide those students a stipend for participation in these programs

So....

Student Program Request Form and Process

- In Fall 2015, a working group was born from URB
- Working group members from URB, ORSP, HR, Outreach, Procurement, Financial Aid, & Others
- Developed a process to seek institutional recognition of a Student Program
- UM students (including dual-enrolled high school students) may be paid a stipend to participate in approved programs

Student Program Request Form and Process

- Student participation may be part-time or full-time
- Stipends for UM student participants may be paid via HR Form 7, and do not count against:
 - The student's 25 hour/week employment limit
 - The student's Financial Aid Package

Student Program Request Form and Process

- Program Directors (departments) may submit an request form at any time to have a program recognized
- Applications will be reviewed once a month (2nd Tuesday of each month) by a Student Program Review Board, made up of representatives from: HR, ORSP, Outreach, URB, Financial Aid, Student Affairs, Faculty

Student Program Request Form and Process

- Approvals are valid for one year; application must be made each year for multi-year programs
- If the proposed program looks more like an Employer/Employee relationship, or proposed payments look more like a Financial Aid situation, the application will be denied
- Non-UM student participants of recognized programs may receive stipends via Form 13

Student Program Request Form: What You'll Be Asked

- Department/Project Director/Contact Info
- Program Begin/End Date
- Projected # of Participants
- What classification of students may participate?
- Funding Secured? If so, account numbers.
- Funding Proposed? If so, discuss.
- Process for Selecting Students
- Purpose of the Program







Student Program Request Form: What You'll Be Asked

- Activities students will be involved in
- Similar programs on campus?
- Does host department receive an immediate advantage from student participation?
- Benefits to students for participating?
- Expectations of the participants?
- Do all students receive the same experience?
- How do student experiences differ?

Funding proposal considerations

- 🌐 How should funds be budgeted?
- 🌐 First question to ask: are the individuals to be compensated UM “people”?
 - 🌐 UM students? (Dual Credit for High School students?)
 - 🌐 Non-UM students? (High schoolers, or undergrads at other institutions?)
 - 🌐 Some mixture?

PARTICIPANT SUPPORT COSTS

-  **Per Uniform Guidance: *Participant support costs* means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects.**
-  **Participant Support Costs are NOT a line-item in the UM budget system. They are a separate category of treatment, but the normal G/L codes apply**
-  **So think of Participant Support as a separate COLUMN**
-  **Illustration with SAP Budget layout**
-  **F&A does not apply to Participant Support Costs**
-  **Within UM SAP Grants Management, Participant Support has to be set up as a SEPARATE Account from the “Main” Grant Account**

- 🌐 **IF the proposed individuals meet the above considerations, they should be budgeted as Participant Support Costs.**
 - 🌐 **Be sure to include appropriate FRINGE BENEFITS rate in your estimate**
 - 🌐 **Be aware of HOW YOU WILL provide funds—**
 - 🌐 **Form 7 (Students Paid on a Salaried Basis)**
 - 🌐 **Form 18 (Students Paid on an Hourly Basis)**
 - 🌐 **Form 13 (Payment for Services as a Contractor)**

- 🌐 **IF the individuals do not meet the above considerations, they should be budgeted as:**
 - 🌐 **WAGES (Form 18) or STIPENDS (Form 7) if UM Students (plus fringe benefits on both of these)**
 - 🌐 **Consulant/contractual (Form 13) if non-UM students**

- 🌐 **EXCEPTION: NSF Research Experiences for Undergraduates funding**
- 🌐 **Requires us to consider payments under REU to be Participant Support even if it would not be under strict reading of Uniform Guidance definition**
- 🌐 **That is, for NSF REU, we MUST call our own students who are employees “Participant Support”**

- 🌐 **Remember, if you are paying students to WORK, Student Programs do not apply; and therefore, Participant Support does not apply. WORK should always be budgeted as Wages or Stipends**

- 🌐 **Consult with you PDS early and often in developing a budget**

Resource Guide for High School Students in Research

- Know the applicable UM policies
 - Biological Safety Manual
 - Radiological Safety Manual
 - Chemical Safety Manual
 - Visitors to Animal Research Areas
 - Supervision of Minors
- Know the resources available for hosting HS students
- Process for having proposed hosted HS research experiences institutionally reviewed for feedback
- Options for paying HS students for participation
 - Budgeting in proposals; Complying with UM rules

Fact Sheet

Minors in University Laboratories

Several University policies specify age restrictions for individuals requesting access to University laboratories. These policies reflect State laws, regulatory requirements and generally accepted age restrictions. However, it is not the intent of these policies to affect either the quality, the quantity or the freedoms normally associated with research or with teaching. Nor is it the intent of these regulations to be rigid or inflexible. Certain endeavors may require that exemptions to these policies be made in order to foster scientific undertakings. The University is willing to hear specific concerns as they arise and to assist personnel involved with these chemical operations in tailoring procedures that will meet the spirit of these regulations while adequately protecting personnel, the University and the environment from unnecessary hazards.

Biological Safety Manual

- Policy Number: 10000299, effective date 07/01/1999, details the minimum requirements and procedures for operations involving Biohazardous (potentially infectious) Materials.
 - Persons under 16 years of age shall not enter a Biosafety Level 3 (BSL3) laboratory.
 - BSL3 areas have agents which may cause serious or potentially lethal disease after inhalation.
 - Currently, there are no BSL3 labs on the Oxford Main campus.

Radiological Safety Manual

- Policy Number: 10000289, effective date 06/01/1965, details the minimum requirements and procedures for operations involving Radioactive Materials or Radiation Generating Devices.
 - State law prohibits minors from receiving any non-medical radiation exposure.
 - The Occupational Dose Limits in the Policy states:
 - Persons under 18 years of age will not be allowed to enter, or work in, an area where radioactive materials or radiation producing devices are used, stored or operated;
 - Policy excludes student workers and employees at the Student Health Services.

Chemical Safety Manual

- Policy Number: 10000302, effective date 07/01/1999, details the minimum requirements and procedures for operations involving Chemicals and Hazardous materials.
 - Section 5.5 CHEMICAL SAFETY IN THE WORKPLACE
 - Subsection J. Children and Hazardous Chemicals states:
 - Children, those under the age of 16, are prohibited from being in, touring, or visiting, any area where hazardous materials are used or stored.

Visitors to Animal Research Areas

- Policy Number: 10000792, effective date 02/04/2015, protects personnel, research animals, research equipment, and University property.
 - 1. Children and pets are not allowed in Animal Areas.

Equal Opportunity & Regulatory Compliance

[Policies](#)
[Brochures](#)
[ADA Coordinator](#)
[Title IX Coordinator](#)
[Veteran Status](#)
[About](#)

Supervision of Minors

Full Policy Details

Download PDF of Brochure

To ensure appropriate supervision of minors who are on campus or involved in university-sponsored programs, follow these helpful tips:

- Do NOT have one-on-one contact with minors.
- If you suspect that a minor has been abused or neglected, state law requires that you call the Mississippi Department of Human Services and University Police Department immediately.
- SEE SOMETHING, SAY SOMETHING

It is YOUR DUTY to report to the Title IX Coordinator anything that gives rise to concern for the health or safety of a minor.

CALL

Mississippi Department of Human Services Abuse Hotline

1-800-222-8000



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CALL

Mississippi Department of Human Services Abuse Hotline
1-800-222-8000

University Police Department
(662) 915-7234

Title IX Coordinator
(662) 915-7045

For more information, visit
http://www.theuniversityofmississippi.edu/office_of_affirmative_action

Resource Guide for Research Involving HS Students

Resource Guide for Research Experiences Involving High School Students

This document establishes guidelines for all UM (Oxford campus) research involving high school students as Program Participants or Co-researchers. These guidelines establish a protocol for faculty and staff mentors involving high school students in research, in accordance with all applicable University policies. These guidelines do not replace or override an active UM policy. A complementary document to this one is the *Minors in Labs Fact Sheet* maintained by the UM Department of Health and Safety. All existing or planned research programs involving high school students (e.g., ARISE@UM, Heads in the Game, Nanotechnology, Renewable Energy Lab, and the Research Program in Catalysis) should adhere to these guidelines, as should any other situations involving high school students as researchers, whether or not the students are deemed program participants, and whether or not they are working on projects supported by external grants or contracts.

The Office of Pre-College Programs in the Division of Outreach and the Office of Research and Sponsored Programs will share ownership for maintaining and promoting adherence to these guidelines in the establishment and conduct of research involving high school students. An *Advisory Committee* will provide input on health, safety, and procedural matters related to high school students in research.

Resource Guide for Research Involving HS Students

- The Resource Guide not a UM Policy, but it references UM policies
- It **suggests** (but does not mandate) a process for proposing a resource experience involving HS students
- Why follow suggested process?
 - Provides an opportunity to have your proposed experience viewed by others on campus who can give feedback to
 - Help you avoid compliance & logistical problems
 - Keep you and the university out trouble
 - **Ensure Student Safety**
 - Maximize the likelihood of a positive experience for the students
 - Maximize leverage of institutional resources
- Who reviews your “proposal”?
 - Advisory Board made up of representatives from:
 - Health and Safety; ORSP; Outreach; COLA Dean’s Office; University Research Board; Office of Legal Counsel; Faculty Trailblazers

Why Propose Research Involving HS Students?

- broaden the impact of research
- outreach opportunities for proposals
- introduce real research opportunities for high school students
- recruit for UM programs

Division of Outreach: Pre-College Programs

Why provide research experiences for HS students?

- broaden the impact of research
- outreach opportunities for proposals
- introduce real research opportunities for high school students
- recruit for UM programs

Why Contact Pre-College Programs in Outreach?

We can assist with the following for high school students:

- Housing
- Meal Plans
- Trained counselors certified through the UM's Supervision of M
- Assistance in marketing projects, including website construction
- Planned evening and weekend activities
- Possible tuition scholarships for UM credit courses

Research credit

Could I get credit AND stay on campus?

I just want the research experience...

Want **COLLEGE CREDIT** for your research?

YES

NO

Would you like to live on campus during your research experience?

Would you like to live on campus during your research experience?

Yes

No

Yes

No

Apply to **SUMMER COLLEGE**
*Deadline:
May 1 (Sess. I)
June 1 (Sess. II)
➤➤

Apply for **DUAL CREDIT**
*Deadline: May 1
➤➤

Apply for **SUMMER HOUSING** through Summer College
*Deadline: April 1
➤➤

There are no extra applications to fill out.

Links and Resources

Today's slides: <http://www.research.olemiss.edu/presentations>

ORSP Web Page with links to information documents:

<http://research.olemiss.edu/resources/students>

Jason Hale: jghale@olemiss.edu Mickey McLaurin: mclaurin@olemiss.edu

Ellen Shelton: eshelton@olemiss.edu Cass Dodgen: cass@olemiss.edu

Links to Information Resources



Welcome

Vice
Chancellor

Technology Transfer

Expertise

Centers & Institutes

Research Resources

Research Development

Facilities

Limited Submissions

Travel Grants

Associations & Consortia

Engaging Students in Research

The Student Program Request Form (with Instructions) can be downloaded from <http://tinyurl.com/olemissStudentReqForm2016Aug12>.

The Resource Guide for Involving High School Students in Research can be downloaded from <http://research.olemiss.edu/sites/default/files/ResourceGuideforUMHighSchoolStudentResearch-v5.pdf>.

Minors in University Laboratories Fact Sheet: <http://safety.olemiss.edu/wp-content/uploads/sites/142/2014/06/minors2015.pdf>.

University Supervision of Minors Policy: <http://eorc.olemiss.edu/minors/>.

A Word or Two from Faculty Trailblazers

- Matt Morrison, Assistant Prof. of Electrical Engineering
Heads in the Game – Summer Program for H/S Students
<http://www.outreach.olemiss.edu/schs/headsinthegame.html>
Landsharks to Astronauts – UG Research Program
- Nathan Hammer (Associate Prof) & Greg Tschumper (Professor):
Ole Miss Chemistry Summer Research Program
<http://laser.chem.olemiss.edu/~pchem/>
- Erik Hom, Assistant Professor of Biology
ARISE @ UM Summer Research Program
<http://arise.olemiss.edu/>.



CHE-1156713, CHE-1460568
EPS-0903787, CHE-0955550, OIA-1539035



Grown from three faculty members and twenty students in 2009 to eleven faculty and over fifty students in 2016

End of Workshop

Questions?