

Rebel Research Scholars Timeline

Before submitting a grant budget:

- Meet with Pre-College Programs to discuss the logistics for your program. Things to consider:
 - Will the program be residential or commuter?
 - How many adults will you want involved with instruction? Supervision?
 - What will participants do on an average day?
 - What types of expenses are covered? Will participants need to cover any of their own expenses (i.e. parking, meals)?
 - What age range is suitable for this program?
 - Will you offer college credits for participation or a stipend?

9 months Before Your Program Starts:

- Share your program description, faculty bio, and faculty picture with the Office of Pre-College Programs to be posted on their website.
- Strongly recommended: submit your Experiential Learning Program Request Form to the [Student Experiential Program Review Board](#).
- Establish your planned review process for selecting candidates. Consider the following:
 - Who will be eligible?
 - What evidence will you need of their commitment and qualification?
 - Who should be involved in the review?
 - What is your preferred timeline for recruiting and selecting your candidates?
 - What, if any, essay or short answer questions would you like the application to include?

4 months prior to the start of the program:

- Share account numbers you would like charged for the following:
 - Housing
 - Meals
 - Background checks for adults in your lab and those supervising them residentially
 - Vans rented from Outreach for transporting students
 - Any other incidental expenses such as supplies or travel that you expect Pre-College to pay for on behalf of the program
 - Stipends for residential staff supervising your participants
 - Please let us know where to route the e-forms for these staff. Most likely, this will be your department chair who approves the e-forms unless you have access to that system.

2-3 months prior to the start of the program:

- Register your program with EORC using Ideal-Logic (<https://apps.ideal-logic.com/olemissys>).

- List your lab staff and other Authorized Adults on Ideal-Logic, including their full legal names and email addresses.
 - Ideal-Logic will check if any Authorized Adults need to complete the Protection of Minors training or have an updated background check. Staff needing to complete the training will do so within Ideal-Logic; staff needing to have an updated background check will receive an email link from First Advantage (this link is only valid for 10 days, so reminders to your staff are encouraged).
 - Ideal-Logic will notify you what requirements must be met to be compliant with UM Policy. The program cannot run if it's not compliant.
 - Reach out to EORC at youthprotection@olemiss.edu for questions with Ideal-Logic.
- Select your participants from the candidates whose materials are provided to you by Pre-College through their application portal. Notify Pre-College of your choice.
- Send Pre-College any links or materials you would like shared with participants through Blackboard. This site may be used either prior to or after participant arrival, as you prefer.

1 month prior to the start of the program:

- Share first-day/week instructions with the Pre-College office so that we may offer guidance to participants as they get oriented to campus. Include:
 - First-day start time.
 - First-day location.
 - First-day program contact.

2 weeks prior to the start of the program:

- Monitor Ideal-Logic for compliance and complete any remaining requirements, including reminding Authorized Adults to complete their training and/or background checks.
- Email EORC (youthprotection@olemiss.edu) a roster of all minor participants and their emergency contact information.

1 month after program completion:

- Pay invoice sent to you from Pre-College. The invoice will include:
 - Expenses for evening/weekend activities your participant enjoyed.
 - Any expenses not covered previously through the accounts you provided.
- Pay the invoice sent to you from EORC for any background checks completed.

A note: failure to pay your invoice in a timely manner may result in limitations placed on subsequent years' programs.