**Frequently Asked Questions about Summer Program:**

**1) What should I wear?**

Proper dress for orientation should be business casual. Your picture will be taken at this time for the INBRE website. During your time in the lab, the dress code will be up to your mentor. However for safety reasons, shorts and sandals are not allowed.

**2) What do I bring to Orientation?**

The completed waiver and evaluation form will be collected the first day. Also recommended is a notebook and pen for notes. Beverages are not provided, but you can bring beverages to drink during the sessions.

**3) What time do we start in the labs?**

This will be decided by your mentor, but a typical workday is 8:00 – 5:00.

**4) Where do I park during Orientation?**

Saralyn will send a notice of what lot has been assigned for the day of orientation.

**5) Where do I park during the summer?**

At UNMC: there is free parking on the side streets OR a parking permit is available at a cost of $15 per month. Permits can be purchased at the casher window in the administrative building (see map). UNL, UNO, and UNK students can park at UNMC for free as long as you have a valid student parking permit visible. See map for student parking locations.

At CUMC: there is free parking on the side streets, but not much. You will need to contact Public Safety at Creighton for a temporary permit; their phone number is 402-280-2104 and they are located at 2204 Burt Street.

At UNL: park on the side streets if at all possible as parking permits are very expensive. Contact Dr. Deb Brown at 402-472-0350 for help with getting a permit, if needed.

**6) Do I need an ID badge?**

At UNMC: ID badges are required anytime you are on campus. These are issued by the Photo ID Office located in the Student Life Center at no cost to you.

If you are working in the Durham Research Centers, special access is needed. This will be taken care of by the department you will be working in.

At CUMC: ID badges are needed, but not required to be worn at all times. Your mentor will be able to instruct you on how to obtain your badge. There is a $10 charge for the ID badge.

At UNL: Your normal student ID badge is all that is needed, except if you are residing in UNL housing. This is a separate ID and there is a $10 fee for this.

**7) Meals**

Lunch is provided during orientation. After that lunch will only be provided after seminars. Email Saralyn at sfisher@unmc.edu if you have any special dietary restrictions.

**8) Stipend**

Summer:

You will receive a check the day of orientation. This will include your housing allowance unless you have housing arranged by us. This money is considered a scholarship and taxes will **NOT** be withheld by UNMC. If you are not a US citizen, taxes are withheld based on the country you are from. The cover page to IRS publication 970 has been included on the website to aid you in reporting this income on your taxes. It is entirely your responsibility to deal with any issues related to your taxes.

Academic Year:

Upon your return to your home campus in the fall, you will be set up working in a lab with one of INBRE’s Associates. You will be paid a salary, with taxes withheld, by your home campus. How often your salary is paid is decided by your home campus. Questions regarding money during the rest of your INBRE appointment should be addressed with your campus representative.

**9) Housing**

Students needing housing for the summer need to complete the appropriate housing forms found on the website and send to Saralyn as soon as possible. INBRE pays for the deposit and monthly rental but **you will be responsible for any damages incurred.**

Arrangements for Scholars attending UNMC or CUMC will be made at Nebraska Methodist College. Upon receipt of the housing request form, Methodist will assign you a roommate. Please note any preferences on the form. More information can be obtained by calling 402-354-2148 or at <http://methodistcollege.edu/studentservices/index.asp?S=48>.

Arrangements for Scholars attending UNL will be made at Nebraska Wesleyan and the rooms are located in Centennial Hall. More information can be obtained by calling Brandi Sestak at 402-465-2161 or at <http://www.nebrwesleyan.edu/current-undergraduates/living-campus/residental-education-office>.

**VERY IMPORTANT –** *If for any reason you are asked to leave the housing complex, you will be on your own to find housing. If you cannot find housing, you will return home and be terminated from the program. Please be sure to read and follow the rules of the Nebraska Methodist College “Josie’s Village Campus Housing Handbook” and the Nebraska Wesleyan summer housing contract.*

**10) Immunizations**

For those students working at UNMC for the summer, the enclosed immunization form **must** be completed by your physician. **BEFORE YOU BEGIN IN THE LAB your completed form has to be uploaded to the student health website** at <https://unebmc.hobsonsradius.com/ssc/aform/KB070m87A86G0x6702cfEl.ssc> You will be required to have all booster shots and an updated TB test that was done six months prior to May 29th.

**11) Weekly Seminars**

Seminars will be held every Monday and attendance is required. A listing of speakers and location can be found on [www.unmc.edu/inbre](http://www.unmc.edu/inbre) under the Scholars tab.

**12) Travel for Seminars**

Buses for the Seminar Series will **always leave** **from UNMC** if being hosted elsewhere.

Seminars at UNMC: CU and UNL Scholars will need to drive to UNMC. *UNL Scholars are encouraged to car pool as only one person will be given mileage reimbursement*.

Seminars at UNL: CU Scholars will need to drive to UNMC to board the bus going to Lincoln. Buses to UNL leave promptly at 8:00 am.

Seminars at CUMC: UNL Scholars will need to drive to UNMC to board the bus going to Creighton. Buses leave promptly at 8:45 am.

**13) Annual INBRE Summer Conference**

INBRE’s Annual Conference for 2018 is scheduled from August 5th to 7th and will be held at the Lied Lodge in Nebraska City. It will begin Sunday at 4:00 pm and end Tuesday evening with a banquet. Registration forms will be sent out in April. Hotel arrangements will be made by Saralyn and scholars will share rooms.

Transportation to the Conference will **NOT** be provided, but mileage reimbursement can be submitted. For mileage reimbursement, an Expense Voucher must be completed and turned in at the conference and a check will be mailed to you.

First year Scholars will be required to present a presentation on their research project at the conference.

Second year Scholars will be required to present a poster on their research project.

**14) Group Events**

A welcome dinner will be held after orientation on May 29th. It will be hosted by Dr. Sorgen at his home. Everyone should attend as this is a great opportunity for all scholars to get to know the people you will be spending the summer with.

For any other questions, please contact Saralyn Fisher at sfisher@unmc.edu.