



2018 EXROP Student Information and Agreement
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EXCEPTIONAL RESEARCH OPPORTUNITIES PROGRAM

Initiated in 2003 the EXceptional Research Opportunities Program (EXROP) provides talented students a fellowship to pursue outstanding independent summer research experiences as a way to encourage them to pursue careers in academic science.

STUDENT AGREEMENT – PROGRAM EXPECTATIONS

Commitment to EXROP Research Experience:

- I understand that this opportunity is a paid full-time educational experience lasting at least 10 consecutive weeks. **I will only be matched with a scientist and lab location where I can participate in the entire length of the local summer research support program.**
- I am expected to spend **at least 40 hours per week on my independent research project(s) and must be flexible about research hours given the nature of laboratory research.**
- I will not enroll in courses for academic credit or test preparation, such as MCAT or GRE courses, except for those that might be included in the local summer program where I will be conducting research.
- I will receive a stipend of \$5,000 for the experience, in addition to housing and travel support, provided I meet all expectations and requirements of the program.

Commitment to the Local Summer Research and Housing Program:

- I will participate fully in the local summer research program at the institution where I am placed and live in the summer housing arranged by HHMI staff.
- I understand my start and end dates will be based on the dates of the local summer program schedule, and I will participate for the entire duration of the program.
- Should the local summer program be less than 10 weeks, I will work with HHMI staff so that I can participate in a full 10-week experience.
- I agree to comply with all local program requirements including additional submission requirements outlined by the local program. HHMI arranges and pays for costs associated with the local summer program and housing.

Arranging for Dates of Travel and Housing:

- I understand that all arrival and departure dates must be approved by HHMI staff, including any changes made to my itinerary. HHMI will make the arrangements and will pay the costs separately for summer housing and long-distance travel to and from my summer placement.
- I agree to make my travel arrangements through the HHMI Travel Office

Annual HHMI EXROP Meetings:

- I will attend two annual EXROP meetings at HHMI headquarters. The first will occur on May 16-18, 2018, and the second will take place in May 2019. Arrangements for travel to and from these meetings must be made through the HHMI Travel Office.
- I will present a poster on my independent research project at the 2019 HHMI EXROP meeting. If I am unable to attend either meeting due to conflicts with my academic calendar, I will notify HHMI and obtain HHMI approval. HHMI will pay for the long-distance travel and housing costs to attend these two meetings.

Additional Funding:

- I confirm that I do not receive funding during the summer from another undergraduate research program (e.g. MARC, RISE, IMSD, or other similar sources of funding).



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Expenses Not Paid by HHMI:

- I am expected to pay for non-housing living expenses, such as meals, entertainment, local transportation (e.g. taxi, public transportation), and other similar expenses during my travel to and from the annual EXROP meetings and for the entire summer experience.

Periodic Follow-up with HHMI:

- I will complete annual updates of my contact information and academic and/or career status.

STUDENT AGREEMENT – SUBMISSION REQUIREMENTS

As an HHMI EXROP student, I agree to submit the following reports on or before the deadlines indicated below:

- *By January 31:* Students must accept the EXROP fellowship award by completing an online form.
- *By March 15:* Students must submit the completed HHMI EXROP Award Packet. Students must complete this information to receive the fellowship award from HHMI. Stipend payments will be made based on the following timeline. A more detailed payment schedule will be provided in May.
 - First payment of \$3,000 on May 10, 2018
 - Second and final payment of \$2,000 to be paid in mid-July contingent upon the receipt of the following documents by email to exrop@hhmi.org:
 1. *After the first week of the research experience:* The name and contact information of the direct supervisor in the mentor's laboratory
 2. *After the first four weeks of the research experience:* A one-page summary of the research project

In addition to the submission requirements above, students will provide a final research project report and will complete an online exit questionnaire at the end of the research experience or by August 31 (whichever date is earlier).

(HHMI will provide additional instructions on required format and content of these submissions.)

- *One year following the summer research experience:* Students will present posters on their independent research projects at the HHMI EXROP meeting.

STUDENT AGREEMENT – OTHER ISSUES

- *Non-Employee Status:* I am not an employee of HHMI and I am not entitled to the benefits that HHMI makes available to its employees under its benefit plans and programs.
- *Health Insurance:* **It is essential that all EXROP students have health insurance for the summer.** I understand that I am responsible for arranging and, if necessary, paying for my own health insurance that extends through the entire summer research experience. Health insurance might be obtained through the family, the undergraduate institution, or the summer institution. Because of the variability of health care plans, students should have written confirmation of their coverage before the summer program begins, and local summer programs may require students to modify their health care coverage to participate in their program. HHMI does not provide any health insurance or other benefits to EXROP participants, and HHMI is not responsible for incidents or accidents involving fellowship program participants (whether on travel, in the laboratory or classroom, or otherwise).
- *Payments:* All students must complete HHMI documentation to receive the stipend payments. Information requested may include social security number, ITIN number, and banking information.



TO BE COMPLETED ONLINE WHEN
EXROP STUDENT ACCEPTS AWARD

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Students are not allowed to receive funding from HHMI and other sources of funding for the same activity.

- **Taxes:** HHMI will report to me the value of the fellowship award (the amount of the EXROP stipend plus the value of local housing costs and travel to and from my laboratory location paid by HHMI on my behalf) in January 2019. I am responsible for filing appropriate tax returns and paying any applicable federal, state, and local taxes on the amount of the fellowship award provided to me by HHMI.

STUDENT AGREEMENT – OTHER ISSUES (continued)

- **International Travel:** If I travel outside of the United States or am traveling to the United States from another country, I acknowledge that I am responsible for learning about and taking any additional steps that may be required or desired, including obtaining the appropriate visa, other travel documents, insurance, and immunizations. I acknowledge that I am responsible for determining what kind of visa, if any, I need to participate in HHMI EXROP, and for obtaining such a visa.
- **Laboratory Orientation and Training:** I will attend orientation and safety and other training sessions as requested or required by the HHMI scientist in whose lab I am doing research and by the host institution.
- **HHMI and Host Institution:** All research I conduct in an HHMI laboratory will be not-for-profit, academic research. While I am in an HHMI laboratory this summer, I will comply with any HHMI and host institution policies, procedures, and practices applicable to individuals working in HHMI laboratories at the host institution. I will not hold HHMI responsible for any injury or other inconvenience that may occur.
- **Complying with Third-Party Agreements:** If HHMI or the host institution has entered into an agreement with another organization that relates to my research, I will comply with the terms of that agreement. This includes, for example, material transfer agreements for reagents from third parties, confidentiality agreements, and licenses of proprietary software from companies.
- **Reporting Research Results:** When reporting the results of my EXROP research, I will acknowledge the support of the program. For example: XXX was supported as a summer research student by the HHMI Exceptional Research Opportunities Program (EXROP).