

UNIVERSITY
OF MIAMI



Department of Biology
Graduate Student Handbook
Academic Year 2017

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Edited Spring 2016 by Dr. Alex Wilson
Edited Summer 2016 by Dr. Alex Wilson and Aliana Valenzuela

**University of Miami
Department of Biology**

New Graduate Student Orientation Schedule

<u>Tuesday, August 16, 2016</u> <i>Biology Graduate Orientation</i> Cox Annex Conference Room	9:00 AM- 12:00 PM
<i>Peer Mentoring Lunch</i> Cox Annex Conference Room	12:20 PM – 2:00 PM
<u>Wednesday, August 17, 2016</u> <i>Biology Welcome Reception</i> Dr. Wilson’s Residence	12:30 PM – 2:00 PM
<u>Thursday, August 18, 2016</u> <i>New Graduate Student Orientation</i> University of Miami Cosford Cinema	1:00 PM - 5:00 PM
<u>Friday, August 19, 2016</u> <i>New International Student Orientation</i> (International Students Only) Whitten Learning Center, Room 130	1:00 PM - 3:00 PM
<i>New Graduate Student Welcome Reception</i> The UM Rathskeller @ Shalala Student Activity Center (SAC)	3:30 PM - 5:00 PM

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First Year Graduate Student Checklist

- Attend Graduate Student Orientations** See page 3 for Orientation Schedule
- Meet with your advisor/s to form an initial committee**
- Meet with initial committee to discuss course work**
- Complete IACUC Certification and submit certificate of completion to Biology Department** See page 46
(All TAs & all RAs working with vertebrates)
- Attend Lab Safety Seminar and submit certificate of completion to Biology Department** Required of all students who conduct research and all students with teaching assignments. Must complete by December 5, 2016.
- SPEAK TEST** See page 35
(All International Students)
- Online TA Orientation and submit certificate of completion to Biology Department** Must complete by October 14, 2016.
Send certificate to Aliana Valenzuela by email.
http://www.miami.edu/gs/index.php/graduate_school/new_students/orientation/new_teaching_assistant_orientation/
- Responsible Conduct of Research Training and submit certificate of completion to Biology Department** See page 50. Must complete by January 31st 2017.
HIGHLY RECOMMENDED that you complete the “live” training session.

Quick Reference Contacts

Department of Biology Office Room 215 Cox Science Center www.bio.miami.edu	305-284-3973 fax: 305-284-3039
Dr. Athula Wikramanayake , Department Chair athula@bio.miami.edu	305-284-3988
Dr. Alex Wilson , Graduate Program Director graddirector@bio.miami.edu	305-284-2003
Dr. John Lu , Associate Graduate Program Director zlu@miami.edu	305-284-5048
Diego Rodriguez , Business Operations Manager diego.rodriguez@miami.edu	305-284-4644
Aliana Valenzuela , Grad. Program Coordinator & Chair's Admin. Assistant aliana.valenzuela@miami.edu	305-284-5116
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Office of Student Accounts Room 158 Ashe Administration Building	305-284-6430 opt. 5
The Graduate School Room 235 Ashe Administration Building	305-284-4154
Ty Henry , Assistant Director, Graduate Programs, Graduate School t.henry1@miami.edu	305-284-4155
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Vera Spika , Biology Librarian vms40@miami.edu	305-284-2040
TBA , SEEDS Program Manager SEEDS@miami.edu	305-284-2971

**When using a campus landline, dial 8 and the last 4 digits of the telephone.

Fall 2016 Academic Calendar - Subject to Change
69 Class Days per Semester

Most up-to-date calendars available at www.miami.edu/registrar

Aug 8	Mon	Deadline for Readmission
Aug 8	Mon	Prestigious Awards and Fellowships Due in Honors Program & Office of Academic Enhancement. For specific deadline dates on the various awards see www.miami.edu/oae .
Aug 16	Tues	Housing Available for New Students
Aug 16	Tues	International Student Orientation
Aug 17- 21	Wed-Sun	Orientation Begins
Aug 18	Thurs	Housing Available for Continuing Students
Aug 22	Mon	CLASSES BEGIN
Aug 22	Mon	Late Registration Fees in Effect
Aug 31	Wed	Last Day for Registration and to Add a Course
Sept 5	Mon	HOLIDAY (LABOR DAY)
Sept 7	Wed	Last Day to Drop a Course Without a "W"
Sept 7	Wed	Deadline to apply for Inactive Status
Sept 7	Wed	Deadline to apply for Non-UM programs
Sept 7	Wed	Last Day to Make a Change in Credit-Only Designation
Sept 14	Wed	Application for Graduation Opens
Sep 26	Mon	Midterm Reporting begins
Oct 14	Fri	Last Day to Apply for Graduation for Fall
Oct 20-23	Thurs-Sun	FALL RECESS
Oct 24	Mon	Last Day to Drop a Course
Oct 24	Mon	Registration Appointments Available on CaneLink
Nov 4	Fri	Graduate Students: Last Day to Defend Dissertation/Thesis for Fall 2016 Graduation
Nov 7	Mon	Registration for Spring 2017* (Begins)
Nov 19 - Nov	Sat-Sun	THANKSGIVING RECESS
Dec 6	Tues	CLASSES END (11:00 PM)
Dec 6	Tues	Grade Roster available to Faculty
Dec 7	Wed	Reading Day
Dec 8-14	Thurs-	FINAL EXAMS
Dec 14	Wed	Graduate School Deadline for Completion of
Dec 14	Wed	SEMESTER ENDS (11:00 PM)
Dec 15	Thurs	FALL COMMENCEMENT EXERCISES - All Degrees
Dec 15	Thurs	Housing Closes at NOON for Non-Commencement
Dec 16	Fri	Housing Closes at NOON for Commencement Participants
Dec 19	Mon	Final Grades Released by Faculty in CaneLink by Noon
Dec 21	Wed	Final Grades Available to Students in CaneLink

Spring 2017 Academic Calendar - Subject to Change
69 Class Days per Semester

Jan 2	Mon	Deadline for Readmission
Jan 3- 15	Tues-Sun	InterSession 1 (special tuition, add/drop, dates, & refund policy)
Jan 11	Wed	Housing Available for Students
Jan 11	Wed	International Student Orientation
Jan 12	Thurs	Orientation Begins
Jan 16	Mon	HOLIDAY (MARTIN LUTHER KING, JR. DAY)
Jan 17	Tues	CLASSES BEGIN
Jan 17	Tues	Late Registration Fees in Effect
Jan 25	Wed	Last Day for Registration and to Add a Course
Feb 1	Wed	Last Day to Drop a Course Without a "W"
Feb 1	Wed	Deadline to apply for Inactive Status
Feb 1	Wed	Deadline to apply for Non-UM programs
Feb 1	Wed	Last Day to Make a Change in Credit-Only Designation
TBA	TBA	Midterm reporting begins
Feb 8	Wed	Application for graduation opens
March 3	Fri	Last Day to Apply for Graduation for Spring and Summer
March 11-19	Sat - Sun	SPRING RECESS
March 11-19	Sat - Sun	InterSession 2 (special tuition, add/drop, dates, & refund policy)
March 27	Mon	Registration Appointments Available on CaneLink
March 29	Wed	Last Day to Drop a Course
April 7	Fri	Graduate Students: Last Day to Defend Dissertation/Thesis for Spring
April 10	Mon	Registration for Fall Semester 2017 & Summer 2017* (Begins)
April 28	Fri	CLASSES END (11:00 PM)
April 28	Fri	Grade Roster available to Faculty
April 29 - May 2	Sat - Tues	Reading Days
May 3- May 10	Wed-Wed	FINAL EXAMS
May 10	Wed	Graduate School Deadline for Completion of Dissertation/Thesis
May 10	Wed	SEMESTER ENDS (11:00 PM)
May 11	Thurs	Honors Day Convocation
May 11	Thurs	SPRING COMMENCEMENT EXERCISES - All Graduate Degrees
May 12	Fri	SPRING COMMENCEMENT EXERCISES - All Undergraduate
May 12	Fri	Housing Closes at NOON for Non-Commencement Participants
May 13	Sat	Housing Closes at NOON for Commencement Participants
May 15	Mon	Final Grades Released by Faculty in CaneLink by Noon
May 17	Wed	Final Grades Available to Students in CaneLink

Most up-to-date calendars available at www.miami.edu/registrar

Procedures for Graduate Students in Biology

Passed by the faculty on March 19, 2003

(Updated July 2, 2015)

(Updated April 5th 2016)

APPLYING FOR ADMISSION

In applying for admission, applicants must select either the Master's or the Ph.D. track.

Students with an appropriate B.S. degree may seek direct entry to either the M.S. track or the Ph.D. track.

Applicants who were admitted on the Master's track, but wish to change to a Ph.D. track without completing the Master's may apply for admission to the Ph.D. program before the end of their second semester. Letters of support from three UM Biology faculty, including a major advisor, should be added to the applicant's file. The file must be current. Such applicants will be judged by the same criteria that are applied to other Ph.D. applicants.

Applicants to the Ph.D. track who were admitted on the Master's track and wish to complete the M.S. degree, should follow the same procedures as all other applicants, but they must include letters of support from three UM Biology faculty. Such applicants will be judged by the same criteria that are applied to other Ph.D. applicants.

Applicants must:

1. Apply online at the UM Graduate School. Application fee of \$65.
2. Send hardcopies of the following to the Coordinator of Graduate Studies in Biology, Department of Biology, 1301 Memorial Drive, Coral Gables, FL 33146 USA.
 - a. Originals of all undergraduate and graduate official transcripts (photocopies are not accepted)
 - b. Official scores from recent Graduate Record Examinations (within five years), including the aptitude portion; the Biology subject matter test also is recommended (photocopies of scores are not accepted)
 - c. International applicants whose native language is not English must additionally submit the TOEFL (Test of English as a Foreign Language) and the TSE (Test of Spoken English) official scores (photocopies of scores are not accepted)
3. Send digital copies of the following to the Coordinator of Graduate Studies in Biology (gradcoord@bio.miami.edu)
 - a. A cover letter that identifies interests, suggests possible research projects, states career goals and identifies a UM Biology faculty sponsor
 - b. Copies of any research papers (e.g., publications, manuscripts, senior reports, etc.)
4. Letters of recommendation from three science instructors/supervisors that address: nature and duration of relationship to applicant; motivation; ability to conceptualize and deal quantitatively with biological problems, and research potential should be sent by

- email to the Coordinator of Graduate Studies in Biology at gradcoord@bio.miami.edu
5. Request UM Biology faculty sponsor submit a memo of support by email to the Coordinator of Graduate Studies in Biology (gradcoord@bio.miami.edu). Applicants **MUST** secure the sponsorship of a faculty member as a condition for admission; the research interests of the applicant and the faculty sponsor should be well matched; the sponsor will be the major advisor.

A limited number of applicants to the Ph.D. program may be invited to interview at departmental expense in early January of the year of admission.

Materials submitted in support of an application cannot be released for other purposes or returned to the applicant.

DEGREE REQUIREMENTS

All students are required to satisfy the general requirements for the appropriate degree that are listed in the UM Graduate Studies Bulletin, whether or not these requirements are listed among the Biology requirements.

The Master of Science degree may be attained by either of the two following routes:

M.S. with thesis (Three Year Program)

Credits: a total of 30 credits are required:

- 24 course credits, including the two-semester departmental core courses for graduate students and at least one graduate course in statistics. Students are encouraged to take courses from more than one conceptual area. They are encouraged to select courses and independent studies that will prepare them for research, as listed under the Ph.D. requirements. No more than nine (9) credits from the independent study series (BIL 675, BIL 678) may be used to fulfill the 24 course credits. At times independent study series course numbers are used by professors to teach a new course or a special topics course, when this happens, the corresponding credits can be counted as a non-independent study credit. Course selection requires committee approval.
- 6 research credits (BIL 810); no more than six M.S. research credits are allowed.
- The minimum acceptable grade average in all coursework towards the degree is a "B (3.0)" and no grade may be below a "C."

Research Proposal: public presentation and successful defense to the committee of a written research proposal. The public presentation must be given during regular sessions of the Fall or Spring semesters, not during summer sessions, intersessions, reading days or finals weeks.

Admission to candidacy: application is made by recommendation of the committee.

Thesis: A well-written and successfully defended thesis of publishable quality; a defense is successful if all members of the committee sign the grad school form and the signature page of the thesis.

Other requirements described under "The Master's Degree," including but not limited to:

- A total of at least 30 credits (course credits plus research credits). The Graduate School and the Department concur in requiring at least 24 course credits and exactly six research credits (BIL810) for a thesis M.S.
- Once a student has completed all required credit hours, she/he must enroll in "Research in Residence" (BIL 820) status until the degree is granted. This course carries zero (0) credits, but is considered full-time enrollment. Even though no credit is earned, a tuition charge equivalent to one course credit normally applies to this course.

About the committee:

- A single committee will combine the responsibilities of the supervisory and thesis committees.
- The *student* in consultation with his or her advisor will determine the composition of *supervisory committee*. The *supervisory committee* will consist of a minimum of three faculty, one of whom must be from outside the department, and one of whom must be a member of the graduate faculty. There is no sub-disciplinary representation requirement.
- The *thesis committee* is formed officially when the student is admitted to candidacy. It may comprise the same individuals as the supervisory committee, or it may be formed anew. The student in consultation with the advisor suggests the membership of the committee to the graduate school. The committee will consist of a minimum of three faculty, one of whom must be from outside the department, and one of whom must be a member of the graduate faculty. There is no sub-disciplinary representation requirement.
- The department nominates the *thesis committee*, but it must be approved and appointed by the Dean of the Graduate School. There is a special form that must be filed with the graduate school.
- Committee meetings are required at least once a year (recommended at least once a semester). The student is responsible for arranging meetings. The student should consult with the committee about major changes in research goals and about problems. Following each meeting, any necessary SACs reporting forms and memos summarizing each meeting should be in the student's file and emailed to the Graduate Director (graddirector@bio.miami.edu). The student is responsible for ensuring that committee members submit any necessary SACs reporting forms and memos in a timely manner.

The time table:

- A *written thesis proposal* is due no later than the middle of the second semester. Please take note of this deadline. The scope of the M.S. thesis should be in line with the timetable.
- *Admission to candidacy* normally occurs after completion of one year or 12 credits of graduate work and successful defense of the thesis proposal.
- Analysis of data and a *polished draft of the thesis* should be completed and in the hands of the committee by the *middle of the sixth semester*. *Please take note of this deadline*. The scope of the M.S. thesis should be in line with the timetable.
- A complete draft¹ of the thesis *must be in the hands of the committee a minimum of two weeks prior to the defense*. If this deadline is not met, the defense must be rescheduled.

¹ https://umshare.miami.edu/web/wda/grad/etd/guides/formatting_guidelines.pdf

- *Defense of the thesis and its submission to the Graduate School* must meet or precede the deadline for graduation immediately *following the sixth semester* unless the Graduate Admissions and Advisement Committee (GAAC) have approved an extension following request of the thesis committee. Notice of the defense must be submitted on a special form to the graduate school in advance of the defense and must be posted publicly in the department.
- The oral defense of the thesis *must* be given during regular sessions of the Fall or Spring semesters, not during summer sessions, intercessions, reading days, or finals weeks.
- *No student may receive the degree in the same semester in which she/he is admitted to candidacy.*
- The indicated dates form *firm deadlines*. A student's committee, however, may submit a written petition to GAAC for an extension of time detailing reasons for the request. *An extension will be granted only under extraordinary circumstances and will be effective upon written approval by GAAC.*
- Proposals to change the schedule for any reason should be preceded by a study of the *graduate bulletin* sections on *leaves of absence, full time student status, and recency of credit hours* and explicitly address how the proposed change of schedule relates to these matters. The memo requesting the change also should address the proposed financial support.
- *Completed SACS evaluation forms are required at two points* during the course of study. One following the research proposal defense and the final following defense of the thesis. *The student is responsible* for providing blank forms to the committee at each milestone. The graduate advisor is responsible for forwarding completed forms to the Graduate Director. *The student is responsible* for ensuring the Graduate Director receives these forms.

M.S. without thesis (Two Year Program)

Credits: A total of 36 course credits are required by the Biology Department

- 36 course credits, including the two-semester departmental core courses for graduate students and at least one graduate course in statistics. Students are encouraged to take courses from more than one conceptual area, listed under the Ph.D. requirements. No more than 9 credits from the independent study series (BIL 675, BIL 678) may be used to fulfill the 36 course credits. At times independent study series course numbers are used by professors to teach a new course or a special topics course, when this happens, the corresponding credits can be counted as a non-independent study credit. Course selection requires committee approval.
- The minimum acceptable grade average in all coursework towards the degree is a "B (3.0)" and no grade may be below a "C."

Admission to candidacy: is made by recommendation of the committee.

Qualifying exam: The student must pass a written comprehensive exam given by the committee.

The Committee:

- A single committee will combine the responsibilities of the initial supervisory and the comprehensive examination committees. The student in consultation with her/his advisor will determine the committee composition. The committee will consist of a minimum of three faculty, one of whom must be a member of the graduate faculty. There is no sub-disciplinary representation requirement.
- The examination committee is formed officially when the student is admitted to candidacy. It may comprise the same individuals as the supervisory committee, or it may be formed anew. The student in consultation with the advisor suggests the membership of the committee to the graduate school. The committee will consist of a minimum of three faculty including the student's advisor, one of whom must be a member of the graduate faculty. There is no sub-disciplinary representation requirement.
- The department nominates the examination committee, but it must be approved and appointed by the Dean of the Graduate School. There is a special form that must be filed with the graduate school.
- Committee meetings are required at least once a year (recommended at least once a semester); the student is responsible for arranging meetings; the student should keep the committee advised of major changes in the graduate program plan; memos summarizing each meeting should be in the student's file.
- Other requirements described under "The Master's Degree." Note that although the Graduate School requires only 30 credit hours for an M.S. degree, the Department requires 36 course credit hours for a non-thesis M.S.

The time table:

- *Admission to candidacy* normally occurs after completion of one year or 12 credit hours of graduate work.
- The *comprehensive exam* must be passed by the end of the fourth semester.
- *No student may receive the degree in the same semester in which she/he is admitted to candidacy.*
- The indicated dates form *firm deadlines*. A student's committee, however, may submit a written petition to GAAC for an extension of time detailing reasons for the request. *An extension will be granted only under extraordinary circumstances and will be effective upon written approval by GAAC.*
- Proposals to change the schedule for any reason should be preceded by a study of the *graduate bulletin* sections on *leaves of absence, full time student status* and *recency of credit hour* and explicitly address how the proposed change of schedule relates to these matters. The memo requesting the change also should address the *proposed financial support*.
- *Completed SACS evaluation forms are required following the comprehensive exam.* The student is responsible for providing blank forms to the committee. The graduate advisor is responsible for forwarding completed forms to the Graduate Director. The student is responsible for ensuring the Graduate Director receives these form.

Ph.D. DOCTOR OF PHILOSOPHY

1. Credits: a total of 60 credits (including both course and research credits) beyond the Bachelor's degree are required:

- At least 18 course credits that are not from the independent study series, including the two-semester departmental core courses for graduate students and at least one graduate course in statistics. The independent study series is (BIL 675, BIL 678). At times independent study series course numbers are used by professors to teach a new course or a special topics course, when this happens, the corresponding credits can be counted as a non-independent study credit. Course selection requires committee approval.
- At least 12 research credit hours (BIL 830 and/or BIL 840). Once the overall number of required credit hours (see below #8 – Other Requirements) has been reached, there is no need to take additional research credit hours.
- An additional 30 credit hours from any combination of graduate courses (600 level regular courses and independent study courses) and research credit hours (800 level) to bring the total number of credit hours beyond the Bachelor's Degree to 60 credit hours. (One example: 18 required course credit hours + 12 required research credit hours + 15 additional course credit hours + 15 additional research credit hours = 60 total; another example would be 18 additional course credit hours and only 12 additional dissertation credit hours, etc.)
- Students who already have a Master's Degree in the same field may not need as many course credit hours (consult Graduate School rules on transfer credit hours), but at least 24 credit hours must be taken in residence at UM.
- The committee may decide that students with previous graduate level courses may be exempt from some of the course requirements.
- The minimum acceptable grade average in all coursework towards the degree is a "B (3.0)" and no grade may be below a "C."
- *Conceptual areas*: Students are encouraged to take courses and independent studies from at least 3 main conceptual areas, and are urged to take courses and independent studies that will prepare them for research and for the comprehensive qualifying exam. Students also are encouraged to participate in seminars and study groups and to take special courses in other departments of UM, at our Coalition for Excellence in Tropical Biology partner institutions, from the Organization for Tropical Studies, or other special interdisciplinary courses. Such courses should be appropriate to their course of study and research area as determined by their committee. Conceptual areas offered in our department include: EVOLUTION (graduate level evolution courses are in the 620's series); ECOLOGY (graduate level ecology courses are in the 630's series), BEHAVIOR (graduate level behavior courses are in the 640's series); GENETICS AND MOLECULAR BIOLOGY (graduate level genetics and molecular biology courses are in the 650's series); and PHYSIOLOGY AND CELL BIOLOGY (graduate level physiology courses are in the 660's series). Special concentrations in our department and/or in collaboration with other departments include: Tropical Biology, Mathematical Ecology, Neuroscience, and

Behavior.

2. A comprehensive qualifying exam should be passed by the end of the third semester.

The qualifying examination has two components:

(I) Comprehensive Component

(II) Specialty Component

(I) Comprehensive Component

The Graduate Core will serve as the comprehensive component of the qualifying exam. The minimum acceptable grade in each of Graduate Core I and Graduate Core II is a “B” (3.0). Students who fail to achieve a B average across the two Graduate Core classes will be considered to have failed the comprehensive component of the qualifying exam. Students who earn As (4.0) in both Graduate Core I and Graduate Core II will pass with distinction, students whose grade average across the two classes is <4 but ≥ 3 will earn a passing grade, while students with a grade average across the two classes of <3 will fail the comprehensive component of the qualifying exam. In addition to assigning letter grades, faculty will complete the graduate school rubric (SACS form) for evaluating student performance on qualifying exams for each student.

Final letter grades will use the University of Miami standard quality points:

Letter grade	Quality points per credit
A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
F	0.0

In the event that a student fails the comprehensive component of the qualifying exam, the student will be given the opportunity in the following academic year to retake any Graduate Core class in which they failed to achieve the minimum grade of a B. It is only necessary to retake a class if a student earned less than a B in that class (*i.e.* if students earn less than a B in only one of the two classes, it is not necessary for them to retake both classes in the sequence). All students retaking classes must have completed their retakes by the end of their fourth semester. Each retake grade will replace a student’s original grade for that part of the Graduate Core. Following the retakes, students who earn As (4.0) in both Graduate Core I and

Graduate Core II will pass with distinction, students whose grade average across the two classes is <4 but ≥ 3 will earn a passing grade, while students with a grade average across the two classes of <3 will fail the comprehensive component of the qualifying exam. A student who earns less than a B in a retake, will fail the comprehensive component of the qualifying exam for a second time and be terminated from the program. In addition to assigning letter grades, faculty will complete the graduate school rubric for evaluating student performance on qualifying exams for each student.

(II) Specialty Component

The specialty component of the qualifying exam will be administered by the initial committee (see § “The committee”) who will test the student in subject areas related to the student’s field of study. As early as the middle of the first semester and before the end of the second semester the student should meet with their initial committee to define the scope of their specialty exam. The specialty component should focus two specific areas of biology that the student intends to incorporate into their dissertation research. These areas can be discussed with the committee, and may be defined by a specific group of reviews, papers, books and book chapters, and even mathematical or computational skill sets to master. The student should be actively engaging their committee to explore and define these areas over their first year of study. The student is responsible for working with their committee to develop a clear understanding of what individual faculty expect of them with respect to preparing for the specialty component of the qualifying exam.

Traditional Specialty Component: The specialty component of the qualifying exam will be administered in the third semester. The committee will designate a chair other than the student’s advisor to administer the examination. The written part of the exam will be closed book and will be administered on campus in a single four-hour period by the examination chair. Two committee members will provide questions for the four-hour specialty exam. Each of the two committee members will provide questions expected to occupy the student for half of the four-hour exam. Exams can be hand-written or completed on a wireless disabled laptop with autocorrect and prompts disabled. All members of the committee will read the exam, the committee members who provided the questions will grade the exam questions they provided. One week after the committee has read the written answers (about one week after the written exam), an oral exam will be administered by the **whole committee** for the purpose of further exploring the student’s grasp of **both the specialty component subject matter and any material covered by Graduate Core I and II.**

Alternative Specialty Component: With committee approval, an alternative to the traditional specialty component of the qualifying exam is to present to the committee a first-authored, publishable, full-length article manuscript concerning research conducted since matriculation at UM. The purpose of the alternate exam is to immediately focus students and their graduate advisors on developing the research, analysis and writing skills that are necessary for a successful career. Before the end of the third semester, the manuscript must be submitted to a journal approved by the

committee. One week after the committee has read the manuscript, there will be an oral exam for the purpose of further exploring the student's grasp of both the specialty component subject matter and any material covered by Graduate Core I and II.

The specific requirements for the alternative specialty component are:

1. The research *must have been conducted since matriculation at UM*, under the guidance of the Ph.D. advisor. Research conducted prior to matriculation at UM cannot be the basis for the article. However, a student's supervisory committee may at its discretion approve work that considerably extends previous research (e.g. a M.S. project) and that contains substantial new data generated since matriculation.
2. The student *must be the first author* of the article, and *must play the principal role* in data analysis, writing, submission, and seeing the manuscript through to publication.
3. The target journal should have an impact factor above the median (i.e., top 50%) for journals in its subject area.
4. The publication *must be a full article*: No form of short note (e.g., primer, technical or natural history note), short communication or brief commentary is acceptable. Substance rather than paper length will be the major consideration: e.g., articles in *Science* and *Nature* would be short but perfectly acceptable! The exam committee will assess the paper's acceptability.
5. Prior to submission for publication, all members of the supervisory committee must have agreed upon journal selection, served as collegial reviewers of the manuscript, and agreed that the manuscript is suitable for submission. The student is also expected to orally present and defend the research described in the manuscript.
6. Satisfactory completion of this alternate qualifying exam will require *submission* of the manuscript *before the end of the third semester* of graduate study. As is the case for a standard written qualifying exam, satisfactory completion will also require a vote of the supervisory/ examination committee.
7. A memorandum to GAAC by the supervisory/examination committee chair reporting passing the alternate qualifying exam should be accompanied by a copy of the journal's acknowledgment of submission.
8. If the approved manuscript has not been submitted before the end of the third semester, the graduate student must prepare to sit the regular specialty component of the qualifying exam before the end of the fourth semester. Students have up to the Monday of the second last week of classes in the fourth semester to submit their manuscript. If the manuscript is not submitted by the end of the second last week of classes in the fourth semester, the student must sit the regular specialty component of the qualifying exam before the end of the fourth semester.
9. The student is encouraged to present the work on which the manuscript is based at the department's annual graduate student symposium.

- Each committee member will decide on a pass/fail grade based on the total performance (written plus oral). Conditional passes may not be awarded. For the student to pass the examination, 3 of the 4 examiners must vote a grade of pass. An oral and written summary of the committee's evaluation must be prepared by the chair of the examination committee and given to the student and to GAAC. If the student does not pass the examination, there will be a chance to retake it the following semester. In the case of failure a second time, the student will be terminated from the program.
- At time of completion of the oral examination the examination committee must provide the Graduate Director with a completed SACS evaluation form, the student is responsible for ensuring the Graduate Director receives this form.

3. Research proposal: Research proposal: public presentation of a research proposal and defense of a written research proposal to the *complete research committee* (see below) should be completed by the middle of the fourth semester. Students are encouraged to follow the format of a grant proposal to a major funding agency. At the proposal defense, the student will receive either a pass or a fail. A grade of pass will be recorded if no more than one member of the *complete research committee* (see below) votes to fail the student. If the student fails the proposal defense, she/he will be given a *second chance* to defend no later than the *sixth week of the fifth semester*. If the defense is failed a second time, the student will be terminated from the program. At time of completion of the proposal defense the complete research committee must provide the Graduate Director with a completed SACS evaluation form, the student is responsible for ensuring the Graduate Director receives this form.

4. Admission to candidacy: (application is made on a form available in the grad school and in the department). Admission to candidacy normally will occur at the end of the fourth semester. The requirements are to pass the comprehensive examination, to successfully defend a written research proposal, and to have complete SACS evaluation forms from both the qualifying exam and the proposal defense on file.

5. Teaching: All students on the Ph.D. track in Biology are required to serve satisfactorily at least one semester as a teaching assistant in one of the courses offered as part of the Department's training program.

6. Grants: Submission of a grant proposal to a major funding agency (e.g., NSF, NIH, National Geographic, World Wildlife Fund, etc.) is required. All students are required to seek outside funding for their research. This must be a research project proposal. Application for an NSF pre-doctoral fellowship does not meet this requirement, but application for an NSF dissertation improvement grant does qualify.

7. Paper requirement: The dissertation should include at least one chapter based on a manuscript, first-authored by the candidate, and accepted for publication in a peer-reviewed journal of quality acceptable to the dissertation committee. In extraordinary circumstances, the

publication requirement may be waived by a vote of the majorities of both the dissertation committee and GAAC.

8. Ph.D. Dissertation: A well-written and successfully defended dissertation containing an original contribution to the field and of quality appropriate for publication in a scientific journal is required. A defense is successful if all members of the committee sign the graduate school form and the signature page of the dissertation. A complete draft of the dissertation *must* be in the hands of the committee a minimum of two weeks prior to the defense. If this deadline is not met, the defense must be rescheduled. A public dissertation seminar also is presented at the time of the defense. Following the defense the committee is required to provide the Graduate Director with a completed SACS evaluation form.

9. Other requirements described under "Doctor of Philosophy," including but not limited to:

- A total of at least 60 credits (course credits plus research credits).
- Once a student has completed all required credits, he/she must enroll in "Research in Residence" (BIL 850) until the degree is granted. This course carries 0 credits, but is considered full-time enrollment. Even though no credit is earned, a tuition charge equivalent to 1 course credit normally applies to this course.

10. Committee: A single committee will advise the student on both comprehensive and research training. The committee will be responsible for ensuring breadth, significant background and depth in at least 3 conceptual areas (examples include but are not limited to the areas listed above). The research function of the committee is to advise the student on research, including preparation, training, project choice, project design, implementation and evaluation of the research. The committee will go through several phases and its membership will be determined by the advisor and student together, contingent upon approval of GAAC and/or the Graduate School, as appropriate at each phase:

- The *initial committee* will consist of at least four (4) *faculty*, two (2) appointed to ensure breadth of training (from two areas outside the research area) and two (2) from the research area. It will be formed to help the student choose courses during the first few weeks of the first semester. This committee will decide whether students having a M.S. in biology (botany, zoology, etc.) from another institution can substitute a graduate level course taken elsewhere for a departmental course requirement; it also will decide which additional courses should be taken for both research and breadth. The choice of areas briefly will be outlined in a memo to GAAC.
- The *initial committee of at least four (4) faculty* will be responsible for preparing and administering the comprehensive examination.
- The *complete committee of at least four (4) faculty* including one from outside the department, should be formed by the end of the third semester; all four members should participate in the proposal evaluation which will take place in the fourth semester. The committee will consist of a minimum of four (4) *faculty*, which includes

the committee chair, who must be a member of the Graduate Faculty. Of the remaining members, it is also required that two shall be from the Graduate Faculty.

- The *dissertation committee (of four)* is formed officially when the student is admitted to candidacy. It usually will comprise of the same individuals as the complete research committee, or it may be formed anew. The student and advisor consult on the membership of the committee, and the department nominates the committee to the graduate school. The committee will consist of a minimum of four faculty, which includes the committee chair who is the advisor, who must be a member of the Graduate Faculty. Of the remaining members, it also is required that two shall be from the Graduate Faculty and one from outside the department of concentration. The department nominates the dissertation committee, but it must be approved and appointed by the Dean of the Graduate School. There is a special form that must be filed with the graduate school.
- Committee meetings are required at least once a year (recommended at least once a semester in the early phases). The student is responsible for arranging meetings; the student should consult with the committee about any major changes in research goals and any problems; memos summarizing each meeting should be in the student's file.

11. The timetable:

- The written *comprehensive qualifying examination* must be passed by the *end of the third semester*.
- A *polished, written dissertation proposal* must be *defended to the committee in the fourth semester* together with a *public presentation of the proposal*. This must take place by mid-April of the spring semester or mid-November of the fall semester.
- *Admission to candidacy* normally occurs *after the comprehensive qualifying exam and proposal defense are passed upon the recommendation of the committee and the approval of the Graduate School*. Application for admission to candidacy is made to the graduate school on a special form.
- Analysis of data and a *polished draft of the dissertation* should be completed and in the hands of the dissertation committee *no later than the middle of the tenth semester*.
- A complete draft² of the dissertation *must be in the hands of the committee a minimum of two weeks prior to the defense*. If this deadline is not met, the defense must be rescheduled.
- *Defense of the dissertation and its submission to the Graduate School* must meet or precede the deadline for graduation immediately following *the tenth semester* unless an extension has been approved by GAAC upon recommendation of the dissertation committee. Notice of the defense and of the public seminar must be submitted on a special form to the graduate school in advance of the defense, and must be posted

² https://umshare.miami.edu/web/wda/grad/etd/guides/formatting_guidelines.pdf

publicly in the department.

- The oral *defense of the dissertation* must be given during *regular sessions* of the Fall or Spring semesters, *not during* summer sessions, inter-sessions, reading days or finals weeks.
- *No student may receive the degree in the same semester in which she/he is admitted to candidacy.*
- The indicated dates form *firm deadlines*. A student's committee, however, may submit a written petition to GAAC for an extension of time detailing reasons for the request. *An extension will be granted only under extraordinary circumstances and will be effective upon written approval by GAAC.*
- Proposals to change the schedule for any reason should be preceded by a study of the *graduate bulletin* sections on *leaves of absence, full time student status, and recency of credit hour*. Such a proposal must explicitly address how the proposed change of schedule relates to these matters. The memo requesting the change also should address the *proposed financial support* of the student beyond the 10 semesters of normal departmental support.

12. *Public presentations must be during regular semesters.* We reiterate that the public presentation associated with the defense of the proposal and the public seminar associated with the defense of the dissertation must be given during regular sessions of Fall or Spring semesters, not during summer sessions, inter-sessions, reading days, or finals weeks.

13. *Completed SACS evaluation forms are required at three points during the course of study:* one following the qualifying exam, one following the proposal defense and the final following defense of the dissertation. The student is responsible for providing blank forms to the committee at each milestone. The graduate advisor is responsible for forwarding completed forms to the Graduate Director. The student is responsible for ensuring the Graduate Director receives these forms.

IMPLEMENTATION

All Graduate students will be reviewed each spring semester by GAAC.

1. The advisor will review the student's progress to date.
2. The student will provide updates for a student progress database every February.
3. The student will provide written evidence that the advisor and committee have reviewed her/his progress and plans.
4. Each student will receive a letter summarizing the results of the discussion concerning his/her progress.
5. All graduate students shall have the right to respond to GAAC, and, if necessary, the graduate faculty in matters pertaining to the review.

6. Possible outcomes of the review:

- a. Student is making satisfactory progress.
- b. Student is not making satisfactory progress; recommendations are made for improvement.
- c. Student is not making satisfactory progress; his/her tenure terminated.

FINANCIAL SUPPORT

- The Department intends to support all doctoral students in good standing for up to 10 semesters. *Support beyond 10 semesters is contingent upon GAAC approval.*
- Master's degree students are not eligible for departmental stipends or tuition remission.
- Students who do not provide annual updates for the student progress database will be ineligible for continued funding. Students who will be off-campus still are responsible for making sure that GAAC receives their data. Students who choose not to present at the annual departmental graduate student symposium may be considered as not in good standing.
- Students holding full fellowships or research assistantships will not normally be given teaching assignments, nor will students be permitted to hold fellowships and research assistantships simultaneously. Exceptions require GAAC approval.

Required Graduate Core Modules

(A two semester, 6 credit sequence)

BIL612 Graduate Core I

Fall Semester: Graduate Core Course in Genomes to Organisms

This course will provide all incoming graduate students with a strong foundation in how genomes are structured, and how the information encoded in genomes is regulated by intrinsic and extrinsic factors during development and evolution.

A. Major Topics

- (i) Genome Structure
- (ii) Gene Regulation
- (iii) Cells
- (iv) Development
- (v) Physiology
- (vi) Synthesis: EvoDevo

B. Graduate Faculty

James Baker
Akira Chiba
Kevin Collins
Julia Dallman*
John Lu
Jeff Prince
Isaac Skromne*
Leonel Sternberg
Athula Wikramanayake*
Alexandra Wilson*

(*Teaching in Fall 2016)

BIL613 Graduate Core II

Spring Semester: Graduate Core Course in Ecology & Evolutionary Biology

This course will provide all incoming graduate students with a strong background in key ecological and evolutionary theory.

A. Major Topics

- (i) Ecology
 - Population ecology
 - Community ecology
 - Physiological ecology
 - Ecosystem ecology
- (ii) Evolution
 - Principles of natural selection
 - Speciation & biodiversity
 - Population genetics and neutral theory/molecular evolution
 - Phylogenetics, systematics
- (iii) Synthesis – EcoEvoDevo

B. Graduate Faculty

Michelle Afkhami
Don DeAngelis*
Carol Horvitz*
Kevin McCracken
Kathleen Sealey
Christopher Searcy
William Searcy*
Al Uy
David Van Dyken
Barbara Whitlock

(*Teaching Spring 2017)

Protocol for Change of Advisor or Degree Plan (Ph.D. to M.S.)

The Graduate Admissions and Advisory Committee (GAAC) recognize that cases occasionally occur in which a graduate student and advisor wish to sever their relationship. This may happen if the advisor leaves the Department of Biology, if the student's interests evolve and no longer are well met by the advisor's expertise, or if the advisor loses confidence in the student, among other reasons.

Because the Department of Biology only admits students who have been endorsed explicitly by faculty advisors willing to engage with them, if that relationship is to be severed for any reason other than the graduate student withdrawing from the University, any request to sever a student's association with a Graduate Advisor or for the student to establish a new mentoring association, must be reviewed and accepted by GAAC. Although prior admission to the Department's graduate program implies that a student is acceptable, GAAC also must determine if a new advisor is suitable for the research program that the student proposes to pursue.

In order to switch advisors, add a co-advisor, switch from the Ph.D. to the M.S. degree plan or sever a student's association with a mentor, a current student or faculty advisor must act in accordance with the following guidelines:

1. The party wishing to initiate a change in the existing mentoring arrangement must meet with the student's committee to plan a course of action.
2. The party wishing to initiate a change in the existing mentoring arrangement must submit a brief written statement to GAAC explaining the rationale for the proposed change and the committee's recommendation.
3. A student wishing to switch advisors also must submit to GAAC a letter of endorsement from any proposed new advisor(s).

The GAAC, faculty advisor and/or student may request that the student or advisor meet with GAAC to respond to questions concerning the proposed changes. Subsequent to such a meeting, GAAC will decide whether to allow the student to continue with the graduate program in association with the new advisor. If the choice of a new advisor is not approved by GAAC, the student must find an alternative advisor or the student cannot continue in the graduate program.

Graduate Student Fees

http://www.miami.edu/finance/index.php/student_account_services/tuition_and_fees/



2016 - 2017 Semester Tuition and Fees Rates Graduate* University of Miami

Revised 5/31/2016

Full Time (9 or more credit hours)	Part Time (1 - 8 credit hours)
Tuition per credit	Tuition per credit:
\$1,900.00	\$1,900.00
"0" Research Credit Courses	"0" Research Credit Courses
\$1,900.00	\$1,900.00
Activity Fee	Activity Fee (optional)
\$46.00	\$46.00
Athletic Fee (optional)	Athletic Fee (optional)
\$78.00	\$78.00
Wellness Center Fee	Wellness Center Fee (optional)
\$152.00 ^(a)	\$152.00 ^(a)
Student Health and Counseling Center Fee	Student Health and Counseling Center Fee
\$154.00	\$154.00
Student Center Complex Fee	Student Center Complex Fee
\$156.00	\$78.00

(a) Wellness center fee is automatically charged unless declined within first week of classes each semester.

Summer 2017 Sessions	Summer 2016 Sessions
Tuition: (per credit)	Tuition: (per credit)
\$1,900.00	\$1,850.00
"0" Research Credit Courses	"0" Research Credit Courses
\$1,900.00	\$1,850.00
Activity Fee (per session, optional)	Activity Fee (per session, optional)
\$10.00	\$10.00
Wellness Center Fee (per session, optional)	Wellness Center Fee (per session, optional)
\$65.00	\$65.00
Student Health and Counseling Center Fee	Student Health and Counseling Center Fee
\$77.00	\$60.00
Student Center Complex Fee	Student Center Complex Fee
\$78.00	\$78.00

Student Health Insurance Plan (Domestic & International)

Domestic Students	International Students
Annual (Cover both Fall & Spring/Summer sessions)	Annual (Cover both Fall & Spring/Summer sessions)
\$2,513.00	\$2,513.00
Fall	Fall
\$1,050.00	\$1,050.00
Spring/Summer	Spring/ Summer
\$1,466.00	\$1,466.00
Summer	Summer
\$633.00	\$633.00

* Tuition and fees rates may change before the beginning of the school year.

Graduate Student Fee Descriptions

http://www.miami.edu/finance/index.php/student_account_services/tuition_and_fees/fee_descriptions/

Activity Fee

The Activity Fee entitles students to receive an identification card, which is their required identification card for various campus uses such as student elections, use of certain University facilities, free admission to many University-sponsored events, and the Ibis yearbook. The Student Activity Fee Allocation Committee (SAFAC), an all-student committee, recommends allocation from this fee to the University's administration. The funds generated by this fee are used to support the availability of a wide range of programs, services, facilities and organizations including the University Center, student activities, campus sports, major events, e.g., Homecoming and Carni Gras, various forms of entertainment, major concerts, student publications, student radio station, and student government.

Athletic Fee

The Athletic Fee entitles students to attend assigned home games for football, baseball, basketball and intercollegiate contests. Free transportation is included for events held at the Sun Life Stadium.

Health and Counseling Center Fee

The Health & Counseling Centers Fee, a mandatory fee for all students (undergraduate, graduate, and law) regardless of credit load, allows for primary medical care physician/ nursing services, 24 hour on-call services, health counseling and community outreach/public health initiatives at the Student Health Service, and individual and group counseling, substance abuse and other addiction programs, crisis intervention, case management, and mental health education and other outreach programs at the Counseling Center.

Wellness Center Fee

The Patti and Allan Herbert Wellness Center Fee entitles students to use the 114,000 square-foot center which includes a 10,000 square-foot fitness room, six racquetball courts, two squash courts, indoor lap pool, two gymnasiums for basketball, volleyball, badminton, floor hockey and soccer, jogging track, aerobics and martial arts room, health juice bar lounge and locker and shower rooms. The center also has a Wellness Suite consisting of a computer resource library, human performance lab, instructional kitchen, classrooms, medical area and conference room. Additionally, the center is adjacent to an outdoor courtyard and four outdoor basketball/ volleyball courts. The fee also includes basic aerobic classes, sports tournaments and informal recreation programs. The facility will generally be open from 6:30 a.m. - 11:00 p.m. Monday through Friday and 8:00 a.m. - 9:00 p.m. Saturday and Sunday.

Student Center Fee

Provides funding for the Student Activities Center built on the site of the old Rathskeller and also renovations and upgrades to the existing Whitten University Center. Undergraduate, Graduate, and Law Students proposed and approved a referendum on this fee in 2006 to support new meeting rooms, student organization office spaces, retail options, and a new

Rathskeller. A student-chaired Student Center Advisory Board is charged with considering hours, policies, and direction for the complex to ensure that student organizations and individual students have priority use of the facility for their meetings and programming. The 119,000-square-foot Student Activities Center and the renovated University Center are joined by a new patio and performance stage to create a student center complex capable of meeting the needs of all UM students.

Health Insurance

From Guillermo Prado, Dean of the Graduate School

August 3, 2016

Dear Graduate Students, I hope that you are enjoying the summer. As you prepare for the new academic year, this message is notification of your options and the process for making elections for healthcare coverage and the healthcare subsidy.

As with previous years, the Graduate School in negotiation with the Provost's office, will provide an 80% subsidy for Research (RA), Teaching (TA) and Graduate (GA) Assistants in terminal and eligible degree programs. There was less than a 2% increase in the cost of health insurance in the coming academic year, which is significantly better than last year's 5% increase. Considering the university's subsidy, the increased amount is still relatively modest for the student portion of the healthcare costs. Consequently, the overall student contribution towards the health insurance is \$502.60.

As with last year, the health insurance payments for the year will be deducted in its entirety in the Fall (in 3 installments), and all students will initially sign up for a full year of coverage. Given the subsidy, students will pay \$167.53 per month for 3 months in the Fall and then have **no payments at all in the spring**. Given the change made to the healthcare coverage last year, we encourage students with dependents to read the information attached about opportunities in the Health Insurance Marketplace.

As with last year, Student Health Services has agreed to allow refund of over payments to students at the end of the Fall semester if they graduate or have to discontinue their healthcare coverage (for allowable reasons) in the Spring semester. Application for refunds will need to be processed by January 7th, 2017. It is your responsibility to notify Student Health Service when you are graduating and/or leaving the University by the deadline noted. **Failure to contact Student Health Service will result in the insurance charge being placed back on to your CaneLink account for any remaining balance not covered by the Graduate School.**

Please follow the process indicated below to sign up for the 80% subsidy, and note the deadlines indicated. I have also included the instructions in the first attachment for your reference. General questions can be answered at Student Health Center site. Should you have questions regarding the subsidy and eligibility, please contact Ms. Ana Paneda, Executive Director for Business Operations at the Graduate School at apaneda@miami.edu.

We wish you the very best for the upcoming academic year and look forward to seeing you on campus.

RA/ TA/ GA HEALTH INSURANCE CREDIT

Eligible Coral Gables campus graduate students (RA/TA/GAs, Fellows, and Trainees who are enrolled in Ph.D., D.M.A. and M.F.A. programs) qualify for 80% towards the annual cost of the

Student Health insurance plan as long as they have an active payroll assignment. If a student graduates during the fall semester, the Graduate School will only cover 80% of the cost of health insurance for the fall semester. It is your responsibility to notify Student Health Service when you are graduating and/or leaving the University. **Failure to contact Student Health Service will result in the insurance charge being placed back on to your CaneLink account for any remaining balance not covered by the Graduate School.**

1. Decide if you want the insurance coverage and 80% credit.

If you have adequate alternative coverage and do NOT want to participate in the University's health insurance program, waive the Student Health Insurance coverage via CaneLink under the "Other Important Links option – Health Insurance Waiver and/or Update." You will be required to provide proof of alternative, acceptable insurance coverage in order for the waiver to be accepted by Student Health Services. See additional information provided on the Student Health Service website. Note that the deadline to waive the insurance coverage is August 31st.

To accept the University's insurance coverage and available subsidy, follow the instructions below. Once you accept this coverage and sign up for payroll deduction to pay for your share of the insurance premium, it is an IRREVOCABLE election.

2. Do NOT Waive the Health Insurance charge.

If you want to take advantage of subsidy, DO NOT WAIVE THE HEALTH INSURANCE CHARGE. Only students with comparable insurance coverage who do not want to enroll in the University insurance should waive the insurance charge. If your insurance charge has been waived, or if you have requested coverage for only one semester, you will not be able to take advantage of the insurance subsidy.

3. To sign up for the insurance subsidy.

To take advantage of this subsidy, select the Other Important links option within CaneLink and click on Grad Health Insurance Subsidy to sign up for the subsidy option (<https://canelink.miami.edu/>)

The payroll deduction option is available now. If the payroll deduction option does not appear on your CaneLink screen, please contact your academic department immediately to verify the status of your assignment and/or course enrollment. Although the deadline to waive the insurance charge is August 31st, the deadline to sign up for payroll deduction is October 1st. If your graduate student assignment is delayed, you have until October 1st to sign up for payroll deduction, and thereby take advantage of the insurance subsidy.

4. Insurance Cost will be deducted from your paychecks.

Once the payroll deduction option has been selected, the charge for the Health Insurance coverage will be removed from your student account and your portion of the Health Insurance cost will be deducted from your monthly paychecks in 3 installments starting at the end of October.

- Although your portion of the annual insurance cost will be deducted in 3 installments from October-December, the insurance coverage period is from August 15, 2016 to August 14, 2017.
- The amount of the monthly deduction will be \$167.53 per month for 3 months (October 2016 through December 2016)

Additional information regarding insurance rates, plan offerings, etc. is available at the Student Health Center site

Finally, this year there is an option to sign up for a dental and vision plan. United has created a separate website for you to review plan information, enroll and pay premiums. You can review this information at welcometouhc.com/umiami. General information can also be found in the second attachment. Please note that the dental and visions plans are **not** subsidized, entirely or in part, by the University. All questions regarding the new dental and vision plan, should be directed to UHC's customer service (Dental)1- 888-877-2780 (Vision)1-800-638-3120.

Again, I am looking forward to seeing you on campus in just a couple of weeks!

Guillermo ("Willy") Prado, Ph.D

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GRADUATE SCHOOL POLICY ON CHILDCARE ACCOMMODATION

Effective August 1st 2015

The graduate school recognizes that doctoral students receiving a stipend from a fellowship, teaching or research assistantship may require a paid leave of absence due to pregnancy or the need to care for a new child. The process to secure the leave should follow the steps described below:

- (1) Graduate students must apply for a leave using the leave of absence form. This form, available on the graduate school website, should be submitted one semester before the intended start of the leave, if at all possible.
- (2) The length of the paid leave of absence should not exceed a total of *three months*. Any student requesting a longer period of leave may be granted an unpaid leave of absence.
- (3) Any accommodations and funding required during the leave must be provided by the academic home school/college, department or program. This is particularly important if the student is the recipient of a research assistantship from a federal grant (NSF, NIH, DOE, DoD, etc...) or an external fellowship without maternity/paternity leave stipulations, since a student cannot keep receiving stipend payments from these sources during the leave of absence.
- (4) Requests to extend the leave of absence beyond three months can be made only due to medical reasons during the leave period and require the submission of proper documentation. Any leave extensions may be granted as unpaid leaves of absence.
- (5) The time spent on leave of absence due to childcare accommodation will not count against the student's academic time-to-completion in the corresponding graduate program
- (6) During the graduate tenure a given student can only benefit once from this policy.
- (7) On a case-by-case basis, the Graduate School may consider two doctoral students for co-parenting the same child and the conditions of the accommodation will vary. Requests can be directed to the Dean of the Graduate School
- (8) Any other cases not contemplated in this document should be directed for consultation by the Dean of the Graduate School.

Once a student returns from an approved leave, he/she will need to submit an application for readmission form. If the student returns within the approved leave time frame, the Graduate School will simply approve. If the student returns outside of the approved length of time, the readmission form will be reviewed.

Childcare Accommodation Policy for Graduate Students

Guidelines for Implementation in the College of Arts and Sciences

The College of Arts and Sciences (“College”) supports the new Graduate School Policy on Childcare Accommodation for graduate students. Since the policy leaves a number of details to the discretion of the Schools and Colleges, this document describes its implementation mechanisms in the College.

The College will accept applications from either female or male graduate students. If both parents are graduate students in the College, only one application per family will be considered. Graduate students who wish to request a leave of absence to care for a child must start the process by submitting a completed Leave of Absence Request Form, available on the Graduate School website, to the Director of Graduate Studies (DGS) in their department, who will forward it to the Office of the Dean (Senior Associate Dean for Graduate Studies) and to the Graduate School. If the Dean of the Graduate School grants the Leave of Absence, the Senior Associate Dean in consultation with the DGS will determine the period of leave, up to a maximum of three months. The following guidelines will be used to determine the source of funding:

- (1) Paid leaves will not be granted during periods in which graduate students receive no stipend support. For instance, in programs that do not offer stipend support to graduate students in the summer, paid leaves will not be granted during the summer months.
- (2) Students supported by TA stipends during the academic year will continue receiving their stipends for a maximum of three months while on leave of absence. The College will provide PT/OT funds to the Department to cover the teaching assignments that the student on leave will not be able to perform.
- (3) Students supported by RA grant stipends will continue receiving their stipends for a maximum of three months while on leave of absence. Since granting organizations normally disallow RA stipend payments to students not actively involved in research, the College will provide the stipend funding during the leave.
- (4) Students supported by fellowships may also continue receiving their stipends during the granted period of leave. The College will only provide the stipend funding when the organization granting the fellowship disallows paid leaves of absence.
- (5) In any other cases, the funding for the stipend during the period of paid leave will be determined by negotiation between the DGS of the program and the Senior Associate Dean for Graduate Studies.

A graduate student who has received a paid leave for childcare accommodation issues becomes ineligible for the rest of her/his tenure in the graduate program; i.e., only one paid leave will be allowed over the course of a student’s period of graduate study.

SPEAK Test and Language Competency

If you are an international student from a non-English speaking country you will need to take the SPEAK test before you are cleared to be a TA.

It is recommended that you sit the SPEAK Test in your first semester at UM, even if you are not scheduled to TA in your first year in graduate school.

The Intensive English Program tests the spoken English proficiency of all incoming international teaching assistants for the University of Miami before they are assigned a teaching load. The SPEAK test, the institutional form of the Test of Spoken English (TSE) is a taped and timed test developed by the Educational Testing Service (ETS) and is used in this assessment. Students who do not successfully pass the SPEAK test are eligible to demonstrate their spoken English through a recorded teaching demonstration before a panel. They are also eligible to take a spoken English course. This 10-week course is taught each semester, depending on demand, and is designed to improve English oral communication and presentation skills.

Michelle Alvarez, Director, Intensive English Program
(305) 284-2754, malvarez@miami.edu

Matt Kaeiser, International Teaching Assistant (ITA) Program Coordinator
(305) 284-1230, mkaeiser@miami.edu

University of Miami Policy on Language Competency for Teaching Assistants

- A. Each teaching assistant will be interviewed (in English) by the chairperson or his or her designee to ascertain basic competency in the English language.
- B. All international teaching assistants must take and pass either the TSE (Test of Spoken English) or the SPEAK (Speaking Proficiency English Assessment Kit). The passing score is 55. In addition, international teaching assistants who are non-native speakers of English must have scored 550 or above on the TOEFL (Test of English as a Foreign Language), or have successfully completed the advanced level of the University of Miami Intensive English Program.
- C. International teaching assistants who score between 40 and 50 on the SPEAK will be given the opportunity to videotape a ten-minute sample lecture/lesson for a review panel. The sample lesson should contain a short presentation in the ITA's field followed by a brief question-and-answer period to elicit both prepared and spontaneous speech. The review panel, consisting of representatives from the ITA's department and the Intensive Language Institute, will consider and recommend that the ITA be employed in one of the following categories:
 - a. Teaching
 - b. Teaching with assistance of professor
 - c. Lab assistant
 - d. Lab assistant paired with a TA with native-speaker fluency in English
 - e. No teaching or lab duties

Moving from one category to another in subsequent semesters must be based either on SPEAK scores or on a recommendations of the review panel after viewing another sample lesson.

- D. An English language course will be available for those teaching assistants who fail to meet the above criteria. This course in spoken English, offered through the Intensive Language Institute, will emphasize fluency, pronunciation, intonation and classroom presentation skills. Teaching assistants who have a more severe language deficiency should enroll in the full-time Intensive English Program.
- E. After ITAs have met the above English requirements, the academic departments may recommend that they work with the Instructional Advancement Center on topics related to American classroom behavior, teaching styles and cultural issues which might influence their effectiveness in the classroom. The academic departments may also recommend that ITAs continue to attend Intensive Language Institute courses to improve their spoken English even after the above requirements have been met.

(Note: Testing and specialized ITA training is provided at no cost to ITAs or their departments. If an ITA registers for regular Intensive English Program courses, tuition and fees must be paid.)

Revised 11/22/96 - <http://www.miami.edu/dcie/index.php/dcie/ita/policy/>

Writing Center

The Writing Center, part of the English Department in the College of Arts and Sciences, exists to serve you and help you with your writing. No writing assignment is too small or too large. You should use the Writing Center early and often to build your skills as a science writer.

You can make an appointment online:

<http://www.as.miami.edu/english/writing-center/home/>

The Writing Center is located at LaGorce House, 1228 Dickinson Drive, Room 170.

Call (305) 284-2956

April Mann, M.A., Writing Center Director

(305) 284-2956, a.mann@miami.edu

Funding Policy and Procedure

Extramural grants and fellowships

The Department requires students to submit at least one proposal for external funding. Please note that all proposals must be first evaluated and approved by the Department of Biology office then by the Office of Sponsored Programs. Approval by the Office of Sponsored Programs prior to submission is part of the university's policy in submitting and handling external funding. Please plan your submission with these requirements in mind. At least two months before submission of your proposal you should make contact with the College of Arts and Sciences Sponsored Programs office who will walk you through the submission process, ensure you meet institutional deadlines and successfully submit your proposal.

College of Arts and Sciences Sponsored Programs contacts:

Tracy Ehrlich, Senior Sponsored Programs Manager 305-284-3994
tehrlich@miami.edu

Monica Leon, Sponsored Programs Specialist 305-284-4797
monica.leon@miami.edu

Extramural courses

The Department encourages our students to partake in extramural courses that will benefit your education and completion of your PhD dissertation. *To ensure available departmental funding, course information must be submitted a minimum of 30-days prior to the start date of the course (earlier if possible).* Prior to registration, a concise memo requesting funding for your course and a brief explanation of the education benefit to your dissertation work must be submitted to the Director of the Graduate Program (graddirector@bio.miami.edu). Your request memo should be accompanied by a memo of endorsement from your advisor.

Upon GAAC approval and availability of funding, it is recommended that the department submit payment on your behalf for course registration, flight, and pre-payment of the hotel. If funds are available, the department may cover the costs of your daily meals, ground transportation, and other costs relating to the extramural courses.

Conference Travel

We strongly encourage our students to present talks and posters at conferences and meetings, so the department will do what it can to support each of our students. Funding is for use only when a student is actually on a conference program (i.e. talks or posters). Full funding from the department is not guaranteed; therefore the graduate student should and must consider additional sources of funding, such as Kriloff and GAFAC. Note, please review GAFAC guidelines for application instructions. Be sure to apply for additional funding in a timely manner.

It is important to communicate to the department your intention to attend a conference. After your poster or paper has been accepted, you must submit the following to the Graduate Program Coordinator for GAAC approval:

1. A complete Pre-Travel Authorization Form (form can be found here:

<http://www.bio.miami.edu/forms/PretravelAuth-Grad%20Student.pdf>). The completed form must include a brief statement of purpose for trip (and description of your participation in the meeting e.g. are you invited to talk, contributing a talk, proposing a talk or submitting a poster)

2. A short memo of endorsement from your advising professor
3. Your abstract
4. Conference Information (and agenda if available)
5. Estimated Expenses
6. Acceptance email/letter from Organization hosting the meeting
7. Any other related information related to the particular trip

Once approved, the department will help coordinate your travel arrangements including paying for the hotel, airfare and registration directly. The department is not responsible for extraneous costs from the conference, such as T-shirts, excursions and non-conference related travel. *The departmental travel fund is not to be used for field research or summer stipends.*

After your return, you must submit a completed and signed Request for Disbursement of Funds form (<http://www.bio.miami.edu/departmentalinfo.htm>). If the pre-trip requirements were not completed, then the department may not have the available funds to reimburse the expenses. In order to help expedite the process, please be sure to submit receipts from the trip within 30 days of return.

Summer stipends and research/field expenses do not fall into these fundable categories (students and mentors should seek extramural funds for those).

Research & Field Travel

Funding for field travel is available on a case-by-case basis. The Department Travel and Kriloff awards are not available for research & field travel. The College of Arts & Sciences Summer Fellowship, and departmental annual awards (i.e. Kushlan, Curtis, Evoy, etc.) may be applied towards research or field travel. If you do not have any award money, you must seek additional sources of funding, such as GAFAC.

Prior to your travel, you will need to submit to the Graduate Program Secretary:

1. A complete Pre-Travel Authorization Form (<http://www.bio.miami.edu/departmentalinfo.htm>), including a brief statement of purpose for trip
2. Estimated Expenses
3. If driving to/from the destination, estimated mileage and memo stating reason for driving vs. flying to destinations (include estimated costs for each)

On your return, you must submit a Request for Disbursement of Funds form signed by your advisor. If you did not complete the pre-trip requirements, the department may not have the available funds to reimburse the expenses. In order to help expedite the process, submit the receipts from the trip within 30 days of return. Please note, if driving, the department can

determine reimbursement to be made either based on mileage or gas/toll receipts. Please Note: If you are traveling internationally for any graduate study purpose, you must submit your Pre-Travel Authorization form as well as the International Travel Authorization Form (<https://umshare.miami.edu/web/wda/policiesprocedures/Risk-Management/PDF-VERSION/BSL-070.pdf>) at least 30 days prior to your departure date. Once you have obtained approval for the trip, you must register your travel plans with Red24 and submit a copy to the Graduate Program Coordinator. <https://traveltracker.red24.com/#/company/UM%20INTERNATIONAL%20TRAVEL/>

External Committee Member

GAAC and the Department Chair must approve funding for your external dissertation committee member's visit. This only applies if the external committee member is not local to South Florida. The request must be submitted and approved at least 30 days prior to the travel dates of the external committee member. Full funding is not guaranteed. The following must be considered and approved:

1. Communication regarding travel arrangements should be made directly between the Graduate Program Coordinator and the External Committee Member.
2. Airfare: The department may cover the cost of the airfare of your outside committee member. Airfare may be purchased one of two ways: through the department or the outside member may purchase his/her own flight and seek reimbursement with a previously approved cost. Airfare must be approved and purchased no later than 30-days prior to his/her arrival.
3. Lodging/Accommodations: The department will arrange hotel accommodation up to two night's at a hotel of the department's choosing.
4. Expenses: It is not approved for the graduate student to cover the meal expenses of the outside committee member. The committee member may request reimbursement for one dinner and transportation costs to/from their home airport.
5. Seminars: the department encourages the Outside Committee member to present a seminar while they are visiting the University of Miami to benefit our community.

Funding sources for Biology Graduate Students

Departmental Funds

Departmental Travel Funding Sources:

Presentation of Poster or Talk at Conference: Up to \$1,500 may be awarded during your graduate tenure. These funds may be used for up to three different conferences with funds distributed as follows: \$500 per academic year with a total not exceeding \$1,500 per graduate tenure. This source of funding is pending approval of the Department and available funds (see GAFAC and Kriloff below for more funds that can be used towards conferences).

Outside courses:

Our department offers the possibility for students to take a training/course outside of UM. The Organization for Tropical Studies (OTS) offers courses that are highly recommended for ecologists. Woods Hole Marine Biology Laboratory (MBL, Massachusetts) is an option for developmental/molecular training. You can also take a course at FIU or other Universities. The department can award funding based on available funds and approval of the Department Chair.

Departmental Support Funds:

Below is a list of awards for which you may apply. The Fellowships and Awards Committee will consider applications for all awards together, with an announcement in the Spring semester. You are free to apply for more than one award for the same project, or for two different projects. If you submit applications for multiple projects, you will need to submit the application items separately for each award. Fellowship and Awards Committee members will be recused from evaluative discussions of and decisions regarding their own students. General guidelines follow; the specific amounts awarded vary from year to year, and each spring, the Request for Proposals will include any additional details.

Early-stage awards

William H. Evoy Graduate Research Support Fund (“Evoy Fund”) – funds are intended for graduate students in the early stages of their research, in any area. Preference will be given to doctoral students, but master’s thesis research may also be supported. Awards will be made between \$400 and \$1200.

Jay M. Savage Graduate Research Support Fund (“Savage Fund”) – for graduates students in the early stages of their research; intended for pilot studies in tropical biology. Most awards will be made between \$200 and \$400, although exceptional requests up to \$800 will be considered. This is a one-time award expected to cover expenses related to field research in some tropical locale.

Late-stage awards

Kushlan Graduate Research Support Fund (“Kushlan Fund”) – makes awards to doctoral students in the final stages of their doctoral research, to facilitate the completion of the Ph.D. dissertation. This is a one-time award of up to \$3000, to complete field research (including

travel, but not for travel to a scientific meeting) or the final stages of data acquisition and analysis.

Awards for any stage

J. Gerry Curtis Plant Sciences Scholarships (“Curtis Scholarship”) – small scholarships (up to \$3000) for research in basic or applied plant sciences. These funds are intended to cover research expenses in the field, greenhouse, or laboratory, including the collection of preliminary data to enhance the development of a dissertation proposal. A student may apply for and receive a Curtis award more than once; receipt of a Curtis award more than once depends, however, on evidence of the productive use of the prior award. In your application, please include a statement on the contribution of your study to the advancement of horticulture.

About the applications: The Fellowships and Awards Committee expects proposals that address a clearly identified fundamental problem in biology that is logistically feasible and for which your proposed system is appropriate. The Committee asks that applications for support are organized according to the guidelines presented below. Reviewers of external grant applications are influenced by the care taken by the applicant in preparing the material. Our Committee does not differ in this regard. These proposals should be polished, professional, and thoroughly proofread. Standard 1” margins and a font > 11.5 point are required. Your application should include headings I-IX. Sections I-VI must fit within the page limit of the application (two pages). Participation in the graduate symposium will be taken into consideration in awarding these funds. If you have received funds from any of these sources in the past, you must include in Section VIII a brief report on how funds were spent and what was achieved.

- I. YOUR NAME, TITLE OF THE PROJECT, and the AWARD or AWARDS sought.
- II. OBJECTIVES. A clear statement of the general problem and your specific objectives.
- III. BACKGROUND. Provide the historical and/or logical context of your study. Outline the body of theory relevant to your work in a way that shows what gap you intend to fill, extension you intend to make, or disagreement you intend to resolve – in other words, your rationale.
- IV. PROPOSED WORK AND METHODS. This is the heart of your proposal. What specific issues are you examining? Why in this system? Describe the methods you will use to address the problem, how they will produce the data necessary to answer the question you are asking, and how they will be analyzed to establish your results and form your conclusion.
- V. SIGNIFICANCE. How will your results bear on the basic scientific question you are asking? How does your study relate to past progress made by yourself and others in answering those questions? How will this award contribute to progress toward your degree?
- VI. LITERATURE CITED
- VII. DETAILED BUDGET AND BUDGET JUSTIFICATION. Explain how the funds are to be used

and how each of the itemized expenditures supports the research goals. This should be one page in length.

- VIII. OTHER CURRENT AND PAST SOURCES OF FUNDS (INCLUDING AMOUNTS) AND DETAILS OF THEIR USAGE. If none, state "none." Not to exceed two pages.
- IX. CURRICULUM VITAE. Not to exceed two pages. Please indicate if you participated in the Biology Department graduate symposium.
- X. BRIEF LETTER OF SUPPORT FROM FACULTY ADVISOR. Your application will not be considered without a letter of support from your advisor.

Maximum length for Sections I-VI: Two pages for Evoy, Savage, Kushlan, and Curtis awards.

Sections I-IX should be submitted as a single pdf file by email. The letter of support (sect. X) may be sent separately but needs to arrive by the deadline. All application material must arrive by the announced deadline. Incomplete, incorrectly formatted, or late applications will not be considered.

University Funds

Graduate Activity Fee and Allocation Committee - GAFAC

You are eligible to apply when you pay \$40 per semester for your Activity Fee

http://www.miami.edu/sa/index.php/graduate_activity_fee_allocation_committee_gafac/

- How much? Up to \$350 except for reusable equipment the limit is \$300
- What can be funded? Conferences, equipment, field research, filmmaking, events, performances, exhibitions, & publications.

Max and Peggy Kriloff Graduate Student Travel Scholarship (Arts & Science students only)

<https://www.as.miami.edu/media/college-of-arts-and-sciences/content-assets/college-assets/documents/scholarships/KRILOFF%20Travel%20Scholarship%20Form.pdf>

- How much: Up to \$250
- What can be funded: Travel to scholarly/professional meetings to present research.
- Where to obtain applications: College of Arts and Sciences
Office of Graduate & Administrative Services
Merrick Building, Room 304 (305) 284-3188

College of Arts and Sciences Awards

To be eligible for these awards you must have advanced to candidacy

<http://www.as.miami.edu/academics/graduate-studies/grants-fellowships/>

Summer Awards: \$5000

Dissertation Award: Yearly stipend ~\$20000

External Sources of Funding

Search the web for sources, one outstanding list is that maintained by Dr Scott Keogh at the Australian National University (http://biology-assets.anu.edu.au/hosted_sites/Scott/Resources-and-advice.html). Other links are maintained on our Biology Graduate Student website <http://www.bio.miami.edu/bgsa/resources/funding.html>

Graduate School Forms - Quick Guide

During the course of your graduate career, you will encounter different forms necessary for the completion of your degree. The following list will give a brief description of each. You may find these forms on the Graduate School website or the University of Miami Electronic Theses & Dissertation website (http://www.miami.edu/gs/index.php/graduate_school/current_students/electronic_theses_dissertations/). Also, review the 2016-2017 Electronic Thesis & Dissertation Process (ETD) document for step-by-step instruction.

1. Petition for Transfer of Credits: This form is used to transfer credits from an accredited institution.
2. Application for Admission to Candidacy for the PhD: After passing the comprehensive examination and successfully defending a written research proposal, the Graduate School will appoint your Dissertation Committee after submission of this form. For detailed information regarding the makeup of your committee, please see page 20 of this guide.
3. Defense Announcement/Notice Form: At the time of your Dissertation Defense, a public dissertation seminar must be given during regular sessions of Fall & Spring Semesters. This online form announces the time and date of your dissertation defense to the Graduate School. This should be submitted with ample time before the defense.
4. Ph.D. Final Paperwork/Materials Checklist: This checklist will help you keep track of the final paperwork and materials that must be submitted to the Graduate School AFTER you have completed and uploaded your electronic dissertation or doctoral essay to the ETD database. Each final submission packet should include this document, signed by you.
5. Ph.D. Certificate of Defense Form: This is a certificate of approval of Doctoral Dissertation. Your chair and committee members should sign four certificates at the time of your successful defense. Staple a copy of your abstract to each original certificate, and submit the originals to the Dissertation Editor as part of the complete final submission package. The student is responsible for turning these documents into the Graduate School at the time of the final submission. Do not submit these or any other important documents unless they are part of your final submission. Your department should not submit these certificates on your behalf. Visit http://www.miami.edu/gs/index.php/graduate_school/current_students/electronic_theses_dissertations/ for further information.

Any questions? Please contact Aliana Valenzuela, Graduate Program Secretary, or Tyrone Henry, Assistant Director, Graduate Programs.

Institutional Animal Care & Use Committee (IACUC)

What is IACUC?

“The Institutional Animal Care and Use Committee (IACUC) is a self-regulating entity that, according to U.S. federal law, must be established by institutions that use laboratory animals for research or instructional purposes to oversee and evaluate all aspects of the institution's animal care and use program.” The UM IACUC may inspect teaching and research laboratories that use vertebrates anytime without prior notice. Failure to comply with the IACUC policies and guidelines could result in suspension of teaching and research.

Teaching Assistants:

In order to be eligible for a Teaching Assistantship, you must complete the IACUC animal care course (see <http://www.citiprogram.org> and refer to the instructions below about registering for a CITI account). Once you have completed the 3 modules of the course, you will receive 3 certificates stating that you have completed the course satisfactorily. A copy of the certificates must be placed in your official file, in order for you to be eligible to TA. If these certificates are not in your file, you cannot serve as a TA. These documents demonstrate that you have taken the course.

Teaching Assistants are required to complete the following elements of the UM Lab Animal Welfare Training Program:

1. "Working With the IACUC-- Core Course for Investigators,"
2. "University of Miami Occupational Health & Safety and Standard Operating Procedures for Lab Animal Users,"
3. "Electives for the species most relevant to your research or teaching roles at the University."

The IACUC certification is valid for only four years and must be renewed before the end of the fourth year. Since all graduate students are expected to TA at least once, per the University of Miami Bulletin for Biology PhD, you should complete the course. Not completing the course may delay a Teaching Assistant appointment or result in denial of a Teaching Assistant position.

At the beginning of each semester you are teaching a course that uses vertebrates, you must submit the following information to the Graduate Program Coordinator (gradcoord@bio.miami.edu):

1. Course & Section number
2. Number of each vertebrate species expected to be used

At the end of semester you must inform the Graduate Program Coordinator, the number of each vertebrate species that were actually used.

In addition, you and your faculty instructor are required to give a 15 minute presentation about animal welfare to your students before the start of use of vertebrates at the beginning of each semester. You need to provide the date of this presentation to the Graduate Program Coordinator (gradcoord@bio.miami.edu).

This information is essential for the IACUC teaching report, prepared by the Biology faculty representative (currently Dr. John Lu).

Research Assistants:

Research Assistants who use vertebrates in research are required to complete the animal welfare training program every four years. Certificate training must be completed before the start of your work assignment. Completing the three elements above will ensure your compliance with the IACUC. Upon completion of the course, please submit a copy of your completion record to be filed in your student file.

Specialized Species or Model Specific Courses Provided by the CITI (Collaborative Institutional Training Initiative):

- Working with Zebrafish in Research Settings
- Working with Fish in Research Settings
- Post-Procedure Care of Mice and Rats in Research: Reducing Pain and Distress
- Working with Amphibians in a Research Setting
- Working with Mice in Research Settings
- Working with Rats in Research Settings
- Working with Hamsters in Research Settings
- Working with Gerbils in Research Settings
- Working with Guinea Pigs in Research Settings
- Working with Rabbits in Research Settings
- Working with Cats in Research Settings
- Working with Dogs in Research Settings
- Working with the Laboratory Dog CD-ROM: Basic and Advanced Lessons
- Streaming Videotape (Video CD)- Working With the Laboratory Dog
- Working With Swine in Research Settings
- Working With Nonhuman Primates in Research Settings
- Streaming Videotape- Working Safely with Nonhuman Primates

More Information:*Who is IACUC?*

IACUC.ORG is produced by the American Association for Laboratory Animal Science (AALAS). AALAS is an organization committed to serving society through education and the advancement of responsible laboratory animal care and use. One of AALAS' goals is to be a resource for continuing education, training, and knowledge exchange.

Purpose of IACUC.ORG

IACUC.ORG is an information resource for members and staff of institutional animal care and use committees. It is a link archive where online resources are organized by menus and submenus. Many who browse the Internet for IACUC resources may find it overwhelming to randomly sift through the enormity of Websites and their online materials. IACUC.ORG was developed as an organizational tool to quickly point to a topic of interest, such as protocol forms or disaster plans used by different institutions."

What is AAALAC?

"AAALAC stands for the Association for Assessment and Accreditation of Laboratory Animal Care. AAALAC International is a private, nonprofit organization that promotes the humane treatment of animals in science through voluntary accreditation and assessment programs." The UM IACUC is accredited by the AAALAC, and the accreditation must be renewed every three years.

UM IACUC policies, forms and submission deadlines can be accessed with your Cane ID and password at: <http://uresearch.miami.edu/regulatory-compliance-services/iacuc>

Instructions for Creating a New CITI Account

Go to <http://www.citiprogram.org>

Select "Register" under "Create an Account"

Step 1: Select Your Organization Affiliation

- Search for Florida Puerto Rico Collaboration to Reduce Stroke Disparities (FL-PR CReSD)
- Click Continue to Step 2

Step 2: Enter Your Name and Email Addresses (primary and secondary)

- Provide First and Last Name
- Enter Your Email Address (The system allows for a preferred and a secondary. Please make your work email your preferred and your personal email your secondary if applicable)
- Click Continue to Step 3

Step 3: Create your Username and Password

- Create your own username and password. (You create your own).
- Create a security question
- Click Continue to Step 4

Step 4: Fill in the following information:

- Gender
- Ethnicity
- Race
- Click Continue to Step 5

Step 5: Fill in CEU/CE Information

- Click Continue to Step 6

Step 6: Fill in additional demographic information. Fill out the most information possible, but note that the following information is required:

- Institutional email address
- Department
- Role in Research
- Click Continue to Step 7

Step 7: Select Curriculum

- Select "Healthcare Provider" Option
- Complete Registration

Step 8: Finalize Registration, complete the Integrity Assurance Statement and begin your modules which can be found by clicking on "Biomedical Research - Basic Refresher" - this will prompt you to take the following 4 required modules:

- History and Ethics of Human Subject Research
- Biomed Refresher 2 - HIPAA and Human Subjects Research
- Research with Protected Populations - Vulnerable Subjects: An Overview
- Cultural Competence in Research

If you have already completed these modules as part of a prior Biomedical Research Training curriculum please email your certificate of completion to Maria Ciliberti, Mciliberti@med.miami.edu

Responsible Conduct of Research

Instruction in the Responsible Conduct of Research (RCR) is integral to the preparation of future scientists and engineers, and both the National Institutes of Health (NIH) and the National Science Foundation (NSF) require RCR instruction for students and other trainees. Consistent with these federal mandates, **UM requires that all trainees involved in research funded by the NIH or NSF complete online RCR training courses offered by the Collaborative Institutional Training Initiative (CITI Program).** In addition to this on-line training, **persons who receive NIH funding are also required to complete** a live class, seminar, or other program that addresses ethical issues relevant to the trainee's discipline as well as broader issues of research integrity.

The minimum standards for RCR training at UM are summarized below:

Funding Source	CITI Online Training	Classroom Training
NIH	Required	Required
NSF	Required	Recommended
Other	Recommended	Recommended

Graduate students in the Department of Biology are required to meet the UM Recommended level of training. For students entering the program in the Fall, completion of both the CITI Online Training and the Classroom training must be done by the end of their first January in the program. For students who enter the program in the Spring, completion of both the CITI Online Training and the Classroom training must be done by the end of their first August in the program.

CITI Online Training

CITI Program online RCR courses are available at the CITI website (link below). Accessing CITI courses requires a CITI user-ID and password, which can be obtained via a registration process the first time you visit the site. If you have used CITI before, and already have a CITI user-ID and password, you will usually still need to update your "profile" to get access to the needed RCR courses.

- Go to the CITI Program site at <http://www.citiprogram.org>. Recommended browsers are Chrome, Firefox, and Internet Explorer (v6 or later).
- *First time using CITI Program?*
 1. Click on the "Register here" link on the home page.
 2. Affiliate with the "University of Miami / Jackson Health System" (drop-down selection) and answer the other required questions. Do not use the "Public Access" affiliation or affiliate with any institution other than UM/JHS, or you may not receive credit for the course(s) you take.
 3. Answer the other registration questions that request information about you. Be sure your registration profile includes a correct C-number**, or you may not receive credit for the course. Your C-number is requested twice for verification.

4. During the registration process, through responses to a series of questions, you will indicate that you want to take an RCR course, and also indicate which discipline-focused version of RCR you want to take (choices are: Biomedical, Social/Behavioral, Humanities, Physical Sciences, Engineering). The disciplinary versions are very similar, but your school, college or department will tell you if it has a requirement for this choice.
- *Used CITI Program previously?*
 1. Log in using your previous credentials. If you've forgotten your user-ID or password, click on the "Forgot login information" link. A message will be sent to the email address you had previously registered, indicating how to recover your user-ID or password.
 2. In most cases, an RCR course is not already listed in your "gradebook" (course menu), so you will need to update your UM/JHS learner profile to add it. To do this, click on the link "Add a course or update your learner groups for University of Miami / Jackson Health System" (look for a blue question-mark "?" icon).
 3. Be sure to select the appropriate discipline-focused RCR course (choices: Biomedical, Social/Behavioral, Humanities, Physical Sciences, Engineering). These versions are very similar, but your school, college or department will tell you if it has a required selection.
 4. Either before you start the course, or after you complete it, confirm that your CITI user profile has includes a correct C-number**, or you may not receive credit for the course. To access your profile and update it as necessary, click on the link "Update my profile information for University of Miami / Jackson Health System" (another blue "?" icon).
 - Complete the assigned RCR course modules as your schedule permits. You can start and stop at any time, completing modules as your schedule allows.
 - After completing the course, print a Completion Report and provide a copy of the Completion Report to the Graduate Program Coordinator for inclusion in your file. If you are taking the live class, you will also need to take a copy of this certificate to the class with you. To print the Completion Report: Click on the "Print" link, in the "Completion Report" column next to the course you've completed. A printed Completion Reports is a necessary part of your graduate file.

** Don't remember your C-number? Go to <https://myum.miami.edu> and click on "View UM ID number" in the "Personal and Biographical Info" section (right lower part of screen).

Classroom Training

The UM Institute for Bioethics and Health Policy offers RCR classroom training and other resources to assist in meeting the NIH and NSF requirements. Its classroom training is offered three times per year – once each at the Gables, Medical, and RSMAS campuses. The schedule for 2016 is available at:

http://www.miami.edu/index.php/ethics/projects/rcr/rcr_scheduled_classes/AY 2016/2017 classes: 08/20/2016 Gables

Laboratory Safety

Linda White, Biology Dept. Safety Officer at 305 284-2494 or lwhite@miami.edu.

Safety Training:

It is mandatory that you complete the Laboratory Safety seminar and the Biological Safety seminar.

It is mandatory for all personnel working in laboratories to attend training sessions applicable to their work. Applicable training and current training schedules are available here:
http://www.miami.edu/finance/index.php/environmental_health_safety/training-1/

It is also mandatory to read the OSHA Hazard Communication Standard Training located in the middle of the page at the following link:
http://www.miami.edu/finance/index.php/environmental_health_safety/ .

UM Lab safety manual:

http://www.miami.edu/finance/index.php/environmental_health_safety/laboratory_safety/laboratory_safety_manual/

Laboratory Safety Link:

http://www.miami.edu/finance/index.php/environmental_health_safety/laboratory_safety/

Biological Safety Link:

http://www.miami.edu/finance/index.php/environmental_health_safety/biological_safety/

If you have any questions, please contact Environmental Health and Safety at 305 243-3400.


Biomedical/biohazardous waste disposal:

Refer to the guidelines at the following link for biomedical waste guidance.

http://www.miami.edu/finance/index.php/environmental_health_safety/training-1/guidance_for_determining_the_applicability_of_training/biomedical_waste_guidance/

If you have questions, please contact Environmental Health and Safety (EHS) at 305 243-3400 or access their website at:

http://www.miami.edu/finance/index.php/environmental_health_safety/ .

Laboratory waste considered biomedical or biohazard waste must be placed either in a red bag or a biohazard incineration carton marked with a biohazard symbol  for disposal. The bags must be tightly sealed with metal twist tie or cable tie. Sealing with tape is not allowed. Bags must not leak; if applicable, double bag/ double seal. Bags are used for "soft" waste. Incineration cartons are used for contaminated objects like pipets or glass that can potentially puncture a red bag. The inner red bag of the incineration carton is sealed with a metal twist tie or cable tie. The box lid is closed following the manufacturer's directions and taped to the box for disposal. Each lab purchases its own red bags and incineration cartons.

The Biology Department has a fenced and locked area where biohazardous waste is stored for pick up. The waste is picked up for incineration every 30 days or less. The fenced storage area is located behind the Cox generator building. For training and access to the area, contact Linda White, Biology Dept. Safety Officer at 305 284-2494 or lwhite@miami.edu.

Please note:

1. All animal carcasses are considered biomedical waste and therefore must be disposed in a red bag.
2. Chemical waste is not allowed in the red bags. Refer to the section on chemical waste disposal.
3. Within the fenced area allocated for biohazardous waste storage, fill one rolling receptacle before starting another. Do not overfill the rolling receptacles in the fenced area. The lid must close completely for transport to the incineration facility. Read the sign posted on the gate.
4. Keep the gate to the above-mentioned fenced area locked at all times- this is mandatory.
5. Do not leave red bags or incineration boxes on the ground inside or outside the fenced area. All red bags or incineration boxes must be placed in a biohazard waste receptacle inside the fenced area.
6. ALL sharps must be placed in a red puncture- proof sharps container sold for that purpose. It must be sealed shut before being disposed in the biohazard receptacles. THESE CONTAINERS ARE NOT REUSABLE.
7. Do not overfill the red bag or incineration box. It should seal easily.
8. Do not accumulate biohazardous waste in the lab.
9. Only red-colored bags and red-printed incineration boxes are allowed to be used for biohazardous waste at UM.

Chemical waste disposal form and processing:

Chemical waste is stored in a designated Satellite Accumulation Area, which is clearly marked in the laboratory. All containers must be sealed and must be labeled with the contents, fully spelled out- no abbreviations.

For guidelines please see the following link:

http://www.miami.edu/finance/index.php/environmental_health_safety/hazardous_materials-1/

In brief:

1. Complete the UM Chemical Waste Disposal Form, with chemical waste list, waste location and lab contact information, available on the Environmental Health and Safety (EHS) webpage under forms:

http://www.miami.edu/finance/index.php/environmental_health_safety/ehs_forms/

2. Scan the form as a PDF and send it to Vaughan Munro at EHS @vmunro@med.miami.edu.
3. Place a copy of the form with the chemical waste at the time of pick up. (Generally, the Coral Gables campus has chemical waste picked up on Tuesday mornings.)
4. Always retain a copy of all the paperwork for your files as proof that you disposed of laboratory chemical waste properly. Your lab should have a file specifically for these records and they should be easily accessible.

Autoclave safety and use:

The Biology Dept. has 2 autoclaves maintained by the department. To use either autoclave, you must be trained.

1. A Consolidated autoclave located in Cox Science Center, 35 L in the basement of Cox. Contact Linda White at lwhite@miami.edu, 305 284-2494, Cox room 36 H for training.
2. A Tuttnauer autoclave located in the Cox Annex, 211. Contact Dr. James Baker, bakerjd@bio.miami.edu, 305 284-9055, Cox Annex 228 for training.

Microbiology has a Steris autoclave in Cox Science Center 255. It is maintained by the Microbiology department. For permission to use, and for safety and operation training on the unit, contact Roger Williams, Cox 251 A, riwill@miami.edu or 305 284-1797.

When using the autoclaves: If a log is kept, please remember to log in.

If you encounter problems with an autoclave unit, contact Linda White at lwhite@miami.edu or 305 284-2494 and clearly state the problem you are having with the unit. The appropriate service company will be notified.

Cox Science Center Room Booking Procedure

As of June 2010, there is a new system for booking rooms in Cox Science Center. The new system is designed to be user friendly, allow you to view Cox room availability, and request a room to be booked on your behalf. Please book your room at least three (3) weeks in advance. Once your email request has been received, your room will be booked and an email confirmation will be sent to you. If any conflicts arise, you will be notified and can seek alternate room options. If your room reservation is no longer needed, please send an email to bookaroom@bio.miami.edu, and your reservation will be removed from the calendar and that space can be utilized by others.

Currently classes have been inputted up through Fall 2016 semester. When Spring 2017 classes are available, they too will be added to the calendar. *Please consider when making any requests to book a room that classes take precedence over any other type of reservation.*

1. Go to the Biology Underground Page: underground.bio.miami.edu (u.bio.miami.edu)
2. Click on Book a room in Cox Science Center
3. View availability by selecting "Another Users Calendar" to choose different rooms and Month drop box to view the month you want.
4. Email bookaroom@bio.miami.edu and submit a formal request
5. When submitting your request please include the following:
 - a. Name & contact information (phone #)
 - b. Room number
 - c. Time frame
 - d. Reason for reservation (ie. lab meetings, dissertation defense, Beta Beta Beta Meeting etc...)
6. Once your request has been approved and added to the web calendar, an email confirmation will be sent to you.

Should you have any questions about the new system, please contact Aliana Valenzuela, Graduate Program Coordinator, at 8-3988 or via email at bookaroom@bio.miami.edu.

The Cox Science Building is open from 7am to 10pm Monday through Saturday. Events occurring after this time or on weekends will require a Faculty/Staff/Student Advisor to be present for the event.

*Cox Annex Conference room is available to Biology Faculty and Graduate Students for lab meeting, student dissertation/thesis defenses and/or committee meetings.

Please note the Office of the Registrar books the lecture rooms 126 and 145 and Cox Lobby. Please visit www.miami.edu/index.php/registrar/course_curriculum

Counseling Center

http://www.miami.edu/sa/index.php/counseling_center/

The UM Counseling Center offers mental health treatment to currently enrolled UM undergraduate, graduate, law, and medical students. We promote the personal well-being of students through comprehensive mental health services.

The UM Counseling Center provides short-term, time limited individual, couples, and group counseling, coordination of care services, and psycho-educational outreach programming and consultation. Emergency services and limited career and psychological testing are also available. Psychiatric services are available to those under the care of a UM Counseling Center counselor.

The UM Counseling Center staff consists of experienced professionals from the fields of mental health counseling, psychology, social work, and psychiatry. The Counseling Center is also a **training** site accredited by the **American Psychological Association** for pre-doctoral interns in professional psychology.

UM Counseling Center records are confidential and are separate from other university records. The privacy of communication between clients and mental health professionals is protected by law. Information about students or their treatment cannot be disclosed to others without their written consent, except for cases of imminent danger to themselves or others, reports of child/elder/disabled abuse, or a court order.

The University of Miami Counseling Center values a campus climate that provides a safe and optimal learning environment for all students. In keeping with this mission, the UM Counseling Center is committed to providing leadership in areas of diversity that include but are not limited to LGBT populations, international student populations, first generation college students, and cultural/ethnic minority student populations.

How do I make an appointment?

To schedule an appointment, call 305-284-5511 or stop by our office. There are two ways to access services from the Counseling Center:

- 1) You may schedule an **initial appointment** (intake).
 - We make every effort to see students requesting an initial appointment within two weeks.
 - Please arrive 30 minutes before your scheduled appointment time in order to complete the clinic paperwork.
 - When you come in for your initial appointment, you will meet with a counselor for 50 minutes to discuss your concerns and develop a treatment plan.

- 2) You may request an immediate **brief assessment** (triage).
 - You will meet with the first available counselor for a 20-30 minute assessment.
 - You will discuss your needs and identify the next steps in your care.

Please have your C Number available upon contacting our office.

IF YOU ARE EXPERIENCING A LIFE-THREATENING EMERGENCY, CALL 911 IMMEDIATELY OR GO TO THE NEAREST EMERGENCY ROOM.

HOURS:

Fall and Spring Semesters

Monday, Wednesday and Friday

8:30AM to 5:00PM

Tuesday and Thursday

8:30AM to 7:00PM

Spring / Summer / Winter Break

Monday through Friday

8:30AM to 5:00PM

LOCATION:

Counseling Center

Rhodes House

1204 Dickinson Drive, Suites N&S

Coral Gables, FL 33146

CONTACT US:

305-284-5511

Department of Biology, SACS EVALUATION FORM

Program: <input type="checkbox"/> PhD; <input type="checkbox"/> MS <i>with</i> thesis; <input type="checkbox"/> MS <i>without</i> thesis.	Date:
Milestone: <input type="checkbox"/> Qualifying Exam (PhD only); <input type="checkbox"/> Proposal Defense (PhD and MS by thesis); <input type="checkbox"/> Dissertation/Thesis Defense (PhD and MS by thesis); <input type="checkbox"/> Comprehensive Exam (MS <i>without</i> thesis).	
Student Name:	
Rating of written and oral qualifying examination	
Student's UM ID:	

	Rating Scale and Explanations					Rating (1-5, from scale to left)
	1 = Unacceptable	2 = Poor	3 = Average/ Acceptable	4 = Very Good	5 = Exceptional	
Knowledge of the discipline	Error(s) in exposition of the field and/or omission of key source(s)/concepts(s)	Minor errors, omissions, and/or lack of synthesis	Adequate and accurate exposition of key sources/concepts	Good coverage and synthesis of key sources/concepts plus additional relevant material	Thorough review and excellent synthesis of sources/concepts, including some obscure but relevant ones	
Critical thinking	Muddled with errors in reasoning and/or without much analysis and synthesis	Reasoning sometimes confused, simplistic, and/or not clearly explained	Adequate reasoning, explanation of assumptions, and supporting evidence	Clear reasoning with organized presentation of evidence, assumptions, and conclusions	Clear and organized argument that represents sound, original, and complex thought	
Writing	Writing generally unclear, with consistent errors and/or poor organization	Writing sometimes unclear with weak organization and/or grammatical errors	Writing clear, concise, and organized, with minor or no grammatical errors	Writing generally error-free with clear organization and depth	Elegant writing with fully developed arguments, clear organization, and correct grammar	
Overall quality (not necessarily average of earlier ratings)	Unacceptable	Poor	Average/acceptable	Very Good	Exceptional	

Comments:
Writing:

Do you want the department to purchase your airfare or need a travel advance?

- Yes
No

University of Miami
COLLEGE OF ARTS & SCIENCES-DEPARTMENT OF BIOLOGY
PRE-TRAVEL AUTHORIZATION FORM FOR GRADUATE STUDENTS
to be submitted Prior to Travel to Graduate Program Secretary

Today's Date []

Name of Traveler []

Phone No. []

Account No.** []

Account Title []

Destination []

Dates of Trip [] to []

Purpose of the trip (be specific; include conference titles and reason for attendance, i.e. poster, presentation or talk; persons or organizations visited and why:

Estimated Expenses

Registration []
Airline Tickets []
Other Transportation []
Meals []
OR Per diem []
Lodging []
Other* []
Poster/copies* []
TOTAL []

*explain: []

EXPENSE LIMITATION []

Pre-Travel reimbursement []

Funding Commitments (specify amounts)

External Sources (specify) []
GAFAC []
Max & Peggy Kriloff []
**Grant (acc# []) []
Department []
TOTAL []

Travel Authorization

**Signature of Account P.I. [] Date []

Signature of Graduate Program Director [] Date []

Signature of Chairperson [] Date []

**Signature of Sponsored Programs [] Date []

FOR INSURANCE PURPOSES ONLY
Reimbursement will not be requested

The following documentation must be included with this request:

- Short memo of endorsement from advising professor
Your abstract (conference only)
Conference Information (agenda if available, also)
Acceptance email/letter from Organization
Any other related information related to this trip
If driving to/from the destination, estimated mileage and memo stating reason for driving vs. flying (include est. costs for each)

Upon completion of the above described trip, I agree to provide to the University of Miami within 30 days of my return original receipts for all expenses reimbursed to me (with exception of per diem expenses).

Signature of Travel

UM C#

Date

**Travel on sponsored/grant accounts must be approved by the Office of Sponsored Programs.

REQUEST FOR DISBURSEMENT OF FUNDS

BUSINESS EXPENSE SUBSTANTIATION REQUIREMENTS

1. **There must be a legitimate business purpose with explanation of the expense.**
2. **It must be substantiated.**
 - Original receipts detailing the date, place, individual(s) or group and amount of expense.
 - Receipts must not be held more than 30 days for reimbursement.
3. **Cash advance not used must be returned within two weeks of returning from travel.**
4. **Airline ticket must be submitted with the reimbursement request.**

All eight items (if applicable) must be filled out for processing.

1 Name: _____ **Date Submitted:** _____ **2**

3 Payable To: _____

4 Faculty Approval & Signature Required: _____
(For all graduate student charges.) Signature

5 Please check which type of Reimbursement:

Business Reimbursement
 Consultant
 Petty Cash Reimbursement
(\$25 or less)

Check Requisition
 Interdepartmental
 Travel Advance

6 Amount	Account(s) #	Object Code	Date(s) of Event/Travel	Place of Event/Travel

7 Purpose of expense (be specific, see above substantiation requirements).

8 Individual(s) or group (attach a list if needed).

Attach a memo if original receipt is lost, damaged, faxed copy, or by credit card that show amount due instead of zero balance. A copy of social security card or W-9 form is needed for seminar speakers and consultants.



Application for Admission to Candidacy for the Ph.D./Ed.D./D.M.A.

Admission to Candidacy must be approved by the Graduate School at least one (1) semester before graduation.

First Name _____ Last Name _____ C-Number _____

Permanent Address _____

Major _____ Date qualifying examination passed _____

Department _____

E-mail Address _____ Telephone _____

Fulfilled all departmental requirements and now eligible for admission to candidacy for the Ph.D. with a major in:

Dissertation Title:

Please note the following before submitting:

- I understand that my application will be reviewed first by my department and must be approved.
- I certify that I have submitted all original and final transcripts to my department and have no missing items with my Graduate School application.
- I certify that a GRE or GMAT score was sent by ETS to the department.
- I currently have a cumulative GPA of 2.0 or better and have competed at least 12 credits.
- I understand that any delays in submitting my application for candidacy may result in a later graduation date.

Please remember that your committee must consist of at least three full-time, permanent faculty members from your department and at least one member from outside of your department.

Committee Chairperson	Department	E-mail Address
<i>Note: Medical School graduate students should insert mentor's name here and chairperson's name in space below.</i>		
Committee Member	Department	E-mail Address
Committee Member	Department	E-mail Address
Committee Member	Department /Affiliation	E-mail Address
Committee Member	Department /Affiliation	E-mail Address
Additional Member(s)	Department /Affiliation	E-mail Address

If there are any changes to the committee, a new application for Admission to Candidacy form must be submitted. Does the above committee reflect any changes to your original committee? Yes No

To be signed by department chairperson, graduate program director, or graduate advisor.

Signature _____ Print Name _____ Date _____

Please return this completed form to the Graduate School.
Graduate School, 1252 Memorial Drive., Coral Gables, FL 33146
For more information, please call (305) 284-4154, fax (305) 284-5441, or e-mail us at graduateschool@miami.edu.



INSTRUCTIONS TRAVEL ADVANCE REQUEST

Travel Advance No.

Please assign a unique number which is your travel number and should be included as well in the space provided on the Business Expense Reimbursement Form (BERF) when the traveler makes an accounting for the travel advance. This number should use the first three letters of your Department, hyphen, and a consecutive numbering system of 4 digits. (Example: BUS-0023)

Traveler

Complete all entries in the **General Section**, enter the total of all estimated cash expenses on the lines provided and enter the total in 'Total Trip Expense'. The estimate for per Diem meals must not exceed the current daily rate specified in the [Travel Policy \(D015\)](#) times the number of days away. Read and sign the Acknowledgement/Statement section. **This form must be accompanied by a Check Requisition Form for the amount of the advance requested.**

Approvals Required

Department

Both the Travel Advance Request and the Check Requisition Forms must be approved by an authorized signer on the account which will be charged for the travel advance.

Sponsored Accounts

All requests for travel advances on a sponsored account must be approved by the appropriate Sponsored Program Expenditure Compliance Office.

Non-Sponsored Accounts

Travel advance requests on non-sponsored accounts must be sent to the Disbursements Office, Gables Campus.

For Air Travel only with the Authorized Travel Agencies – use the “[Ghost Card Form](#)”



UNIVERSITY OF MIAMI TRAVEL ADVANCE REQUEST

No.

GENERAL

FIRST NAME	LAST NAME	E-MAIL	PHONE NUMBER	DATE
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
DEPARTMENT		BUILDING/ROOM NO.	LOCATOR CODE	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
CONTROL #	ACCOUNT NO.		SUB-OBJECT NO.	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
DESTINATION			DATES OF TRIP	
<input style="width: 95%;" type="text"/>			FROM	TO
			<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
PURPOSE OF TRIP (BE SPECIFIC, INCLUDE PERSONS AND/OR ORGANIZATIONS TO BE VISITED AND REASONS FOR VISIT OR MEETING) IF A SPONSORED ACCOUNT IS USED, THE DIRECT BENEFIT TO THE GRANT NEEDS TO BE STATED.				
<input style="width: 95%;" type="text"/>				

ESTIMATED EXPENSES	TRAVEL AUTHORIZATION
Airfare \$ <input style="width: 100px;" type="text"/>	Dept Head <input type="checkbox"/> Dean <input type="checkbox"/> Division Head <input type="checkbox"/> P.I. <input type="checkbox"/>
Transportation \$ <input style="width: 100px;" type="text"/>	Sign Name <input style="width: 95%;" type="text"/>
Lodging \$ <input style="width: 100px;" type="text"/>	
Per Diem Meals \$ <input style="width: 100px;" type="text"/>	Print Name <input style="width: 60%;" type="text"/> Date <input style="width: 30%;" type="text"/>
Other \$ <input style="width: 100px;" type="text"/>	
Total: \$ <input style="width: 100px;" type="text"/>	Sponsored Office Expenditure Control Signature <i>(if a sponsored account is used)</i> <input style="width: 95%;" type="text"/>
Explanations: <input style="width: 95%;" type="text"/>	

ACKNOWLEDGEMENT & AUTHORIZATION

I declare that all travel advance monies are held by me in trust for University Business travel. All monies in excess of expenditures allowed by University Policy for the purposes of this trip shall be returned by me to the University along with a Business Expense Reimbursement Form (Berf), detailing all expenditures within **10 days** after the completion of the trip. In the event that such excess is not repaid within the prescribed time, or if I fail to provide the accounting and documentation for this trip in accordance with University Policy, I authorize the University's Payroll Office to withhold the full amount of this Travel Advance Request from any wages, salaries, or other monies due to me.

Traveler's Signature
UM ID Number
Date



BSL- 070 INTERNATIONAL TRAVEL APPROVAL & AUTHORIZATION

PURPOSE

To establish a policy that requires pre-approval of international travel. This policy applies to all faculty, staff, students, and volunteers who travel on behalf of and/or are reimbursed for travel expenses by the University of Miami regardless of funding source. This policy is designed to mitigate risk and protect the University community while in travel status abroad.

DEFINITIONS

1. University Trip – includes any trip by UM students, faculty, staff or volunteers outside of the United States organized, administered, facilitated, led, sponsored by, or related to any University of Miami school, college, department, center, institute, program, group, UM Faculty, or UM Staff, for any reason, including academic, community service, or humanitarian endeavors.
2. UM Student – any individual enrolled as a full-time or part-time undergraduate student at the University of Miami. This includes individuals enrolled at other colleges or universities who may be participating in a University-sponsored trip.
3. UM Graduate Student - any individual enrolled as a full-time or part-time graduate student at the University of Miami. This includes individuals enrolled at other colleges or universities who may be participating in a University-sponsored trip.
4. UM Faculty – includes members of the General Faculty or the Associated Faculty, as defined in the University of Miami's Faculty Manual.
5. UM Staff – non-faculty employees of the University regardless of classification or FTE.
6. United States – includes the continental United States, Hawaii, and Alaska, U.S. territories and possessions are not, for the purposes of this policy, considered part of the United States.
7. Foreign Countries – Any country, territory or possession outside the continental United States, Alaska or Hawaii.

POLICY

Travel to countries in the U.S. Department of State Travel Warning list http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html, the CDC Travel Health Notices list <http://wwwnc.cdc.gov/travel/notices/> or countries with which the United States does not have formal diplomatic relations <http://www.state.gov/s/inr/rls/4250.htm> requires the approval of the Provost or his/her designee.

The University reserves the right to cancel or withhold approval for travel to countries in which hostilities have erupted or in which a man-made or natural disaster, epidemic/pandemic or other facts have compromised the safety of faculty, staff and students overseas.

The Provost or his designee may modify or alter the University Trip and/or may impose additional conditions for the UM Students, UM Graduate Students, UM Faculty and UM Staff attending the trip.

To ensure that proper safety procedures and insurance coverage apply, individuals traveling to a foreign country on a University trip must register their travel information with [Red24](https://www.red24.com/affiliate/chartis/um/) at <https://www.red24.com/affiliate/chartis/um/>. Any travel changes prior to and/or during the trip need to be updated on the [Red24](https://www.red24.com/affiliate/chartis/um/) website as soon as reasonably possible.

Noncompliance

Travel expenses are reimbursed according to the University's travel reimbursement policies. The University, however, will not reimburse international travel which has not been pre-approved according to this policy.

UM students and UM Graduate Students who do not register with Red24 prior to travel will not be authorized to travel. Also, failure to comply with this policy may lead to the non-recognition of credits by the University for courses taken abroad. See Student Rights & Responsibilities Handbook - <http://www6.miami.edu/dean-students/srr.pdf>

PROCEDURE

Faculty, staff and students traveling to a foreign country for purposes related to their employment or academic fulfillment with the University must follow the procedures listed below.

1. Faculty, staff and graduate students must complete the International Travel Authorization Form and get approval of their Dean, VP or Business or Fiscal Officer. The International Travel Authorization Form can be obtained at the Travel Management website http://www.miami.edu/finance/index.php/travel_management/international_travel/
2. If Travel is to countries in the U.S. Department of State Travel Warning list or to countries with which the United States does not have formal diplomatic relations, the form is then submitted to the Provost or his/her designee for final University approval. Travel forms must be submitted to the Provost's Office a minimum of four weeks in advance of the expected departure and in advance of incurring any expenses.
3. UM Students and faculty traveling with students must register their trips with the Study Abroad Office and complete all the documentation required by that office.
4. Traveling abroad may also restrict the types of devices or information that you can take with you. Depending on the country, the technology, the data, etc. will determine whether or not the traveler requires an export license to take such items with them. University employees should visit the University's Export Compliance website (<https://www.miami.edu/exportcompliance>) well in advance of their travel for more information.

5. Once the International Travel Authorization Form is fully approved, the traveler must register with Red24 at <https://www.red24.com/affiliate/chartis/um/> . After registration, the traveler can obtain a copy of the [UM Travel Assistance Card](#). This information must be retained as it includes the policy number, relevant telephone information and services at a glance.
6. Faculty and staff must include a copy of the approved International Travel Authorization Form with their Business Expense Reimbursement Form (eBERF) as well as a copy of the Red24 registration.

INFORMATION RESOURCES

1. U.S. Department of State – http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html
<http://www.state.gov/s/inr/rls/4250.htm>
2. Centers for Disease Control - <http://www.cdc.gov/>
3. World Health Organization - <http://www.who.int/en/>
4. Red 24 - <https://www.Red24.com/affiliated/chartis/um/>.
5. Travel Reimbursement Policies -
http://www.miami.edu/finance/index.php/travel_management/travel_policy/
6. University of Miami Export Compliance – <http://www.miami.edu/exportcompliance>

POLICY OWNER

The Risk Management department is the primary source of information, education and assistance to students, faculty and staff on this policy.

Effective October 2012

**INTERNATIONAL TRAVEL AUTHORIZATION FORM
(FACULTY AND STAFF)
(For Restricted Travel Only)**

Faculty and staff traveling on University business and/or study to foreign countries listed on the U.S. Department of State Travel Warning list or countries with which the United States does not have formal diplomatic relations must complete the International Travel Authorization form and submit it to their Vice President, Dean, or School Fiscal Officer and Provost or his designee for approval prior to departure. Once approved, faculty/staff must register their travel plans with Red24 and print a copy of the UM Travel Assistance Card prior to travel. The University will not reimburse travel expenses for faculty and staff traveling on a University trip to foreign countries unless they register their travel information with Red24.

PERSONAL INFORMATION	
Name of Traveler/Employee:	
Department Name:	Office Phone Number:

TRAVEL INFORMATION	
Travel Destination(s):	
Departure Date (from US):	
Arrival Date (to US):	
Traveling by (please check one): Air _____ Sea _____	
<i>(Transportation details will be requested during Red24 registration)</i>	
Purpose of Travel (please be as specific as possible)	

_____ Print Name of Traveler	_____ Signature of Traveler
Date _____	
_____ Print Name of VP/Dean/Designee	_____ Signature of VP/Dean/Designee
Date _____	

<i>Travel to countries in the U.S. Department of State Travel Warning list or countries with which the United States does not have formal diplomatic relations requires Provost or his designee approval.</i>	
Provost/Designee Approval _____	Date _____

eBERF CHECKLIST FOR NON-SPONSORED ACCOUNTS

GENERAL																																	
<input type="checkbox"/>	Verify the following: <ul style="list-style-type: none"> ○ There must be a legitimate business purpose and the business conducted must be explained ○ Expenses must be substantiated with original receipt that must display date, location, amount, and method of payment ○ Any unused cash advance must be returned ○ the account(s) used has (have) available funds 																																
<input type="checkbox"/>	If travel was to attend a business meeting/conference, please ensure that: <ul style="list-style-type: none"> ○ a copy of the meeting program/agenda or a summary of conference agenda is attached ○ proof of payment of hotel, airfare (including detailed itinerary), car rental and registration showing zero balance and showing method of payment is included ○ meals per diem is reduced accordingly if the meeting/conference provided meals (see Per Diem section below) ○ that the location, time frame and business purpose relate to the grant and that an explanation of the Business Purpose is included in that section of the eBERF 																																
INTERNATIONAL TRAVEL																																	
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ UM Policy BSL-070 on International Travel requires prior approval for all international travel by faculty, staff, and students by their Dean, VP or Business of Fiscal Officer. ○ Travel to counties on the U.S. Department of State Travel Warning list, CDC Travel Health Notices list, or countries that do not have diplomatic relations with the US must also be approved by the Provost. ○ Ensure that the pre-travel approval is attached to the reimbursement request. 																																
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Travelers must register prior to travel with Red24. ○ Ensure copy of the Red24 Registration is attached to the reimbursement request. 																																
REIMBURSEMENT OF MEALS																																	
<input type="checkbox"/>	Choose one of the following two options: (the option selected must be used throughout the entire trip per IRS, Federal, and University of Miami policy) <ol style="list-style-type: none"> 1. Per Diem (See details in the Per Diem Meals section) or 2. Itemized (See details in the Itemized Meals section. This option is not allowed when travel is charged to a State of Florida Grant/Contract) 																																
PER DIEM MEALS - Domestic Travel																																	
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<input type="checkbox"/>	State of Florida Grant Awards Per Diem Rates: Use \$36/day (\$6 for breakfast, \$11 for lunch, and \$19 for dinner). <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #d9ead3;"> <th colspan="4" style="text-align: left; padding: 5px;">Domestic Meal Rate Table (Continental and Non-Continental US)</th> </tr> <tr style="background-color: #d9ead3;"> <th colspan="4" style="text-align: left; padding: 5px;">The meal allowances are reimbursed based on the following criteria:</th> </tr> <tr style="background-color: #d9ead3;"> <th style="width: 25%; padding: 5px;">Meal</th> <th style="width: 15%; padding: 5px;">Rate</th> <th style="width: 25%; padding: 5px;">Travel Begins prior to</th> <th style="width: 35%; padding: 5px;">Extends beyond</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Breakfast</td> <td style="text-align: center; padding: 5px;">\$6.00</td> <td style="padding: 5px;">6:00 am</td> <td style="padding: 5px;">8:00 am</td> </tr> <tr> <td style="padding: 5px;">Lunch</td> <td style="text-align: center; padding: 5px;">\$11.00</td> <td style="padding: 5px;">Noon</td> <td style="padding: 5px;">2:00 pm</td> </tr> <tr> <td style="padding: 5px;">Dinner</td> <td style="text-align: center; padding: 5px;">\$19.00</td> <td style="padding: 5px;">6:00 pm</td> <td style="padding: 5px;">8:00 pm</td> </tr> <tr> <td style="padding: 5px;">Total Rate per day</td> <td style="text-align: center; padding: 5px;">\$36.00</td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="padding: 5px;">Note that the meal allowance should not be claimed when the meals are provided by the host location (i.e. seminar that provides lunch to participants).</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ○ If meals are provided by a conference or host, reduce the daily per diem rate (\$36 entire day or \$17 half a day) by the allowance associated with the specific meal. For example: If the meal provided is a dinner then reduce by \$19, reduce \$11 for lunch, and \$6 for breakfast. ○ Review that reimbursement is compliant with the State of Florida Travel Policy ○ Include the State of Florida Travel Form 	Domestic Meal Rate Table (Continental and Non-Continental US)				The meal allowances are reimbursed based on the following criteria:				Meal	Rate	Travel Begins prior to	Extends beyond	Breakfast	\$6.00	6:00 am	8:00 am	Lunch	\$11.00	Noon	2:00 pm	Dinner	\$19.00	6:00 pm	8:00 pm	Total Rate per day	\$36.00			Note that the meal allowance should not be claimed when the meals are provided by the host location (i.e. seminar that provides lunch to participants).			
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eBERF CHECKLIST FOR NON-SPONSORED ACCOUNTS

PER DIEM MEALS - Foreign Travel	
<input type="checkbox"/>	Use the U.S. Department of State Foreign Per Diem Rates by Location web page to obtain the applicable rate based on the country, city, month and year of travel. Attach a copy of the Federal per diem rate used to prepare the eBERF.
<input type="checkbox"/>	Deduct 50% of the daily per diem rate for dinners paid by a conference or someone else, 35% for lunches and 15% for breakfasts. For example, if the daily per diem rate of the foreign country you traveled to is \$250 and the conference or someone else provided dinner, deduct \$125 from the per diem rate.
ITEMIZED MEALS - Domestic and Foreign Travel	
<input type="checkbox"/>	Meals charges based on actual costs must be substantiated with itemized receipts. Itemized meals are not allowed when travel is charged to a State of Florida Grant/Contract.
<input type="checkbox"/>	If travel occurred in a Foreign country where receipts reflect foreign currency, <ul style="list-style-type: none"> ○ 1. If credit card statement is attached, use the US\$ amount charged by the credit card OR ○ 2. Convert foreign currency to US dollars on all receipts consistent with the currency conversion, ○ 3. Include a printout showing the Foreign currency conversion to US dollars, and ○ 4. Use the same conversion rate for the entire trip
Mileage (When using a private automobile. 600 mile round trip limitation)	
<input type="checkbox"/>	Attach the mile calculations from MapQuest/Yahoo Maps/Google Maps
<input type="checkbox"/>	Confirm that the correct mileage rate was used. 2016 rate is 54 cents per mile. Current rate is available at Travel Management
<input type="checkbox"/>	If the funding is awarded by the State of Florida, use State of Florida Travel Policy and attach a State of Florida Travel Form
Automobile Rental	
<input type="checkbox"/>	UM policy requires the use of a compact or mid-sized car
<input type="checkbox"/>	UM encourages the use of corporate contracts. See Travel Management for UM Travel Policy D015E.
<input type="checkbox"/>	Insurance coverage is provided for University business when Travel Card is used. No additional insurance coverage will be reimbursed and therefore cannot be charged to that card.
<input type="checkbox"/>	Faculty and employees who choose to rent from a non-University contracted car rental agency are encouraged, but not required, to purchase both the collision and liability insurance.
<input type="checkbox"/>	Please review compliance with state policy for car rental travel charged to a State of Florida Grant/Contract
Airfare	
<input type="checkbox"/>	Confirm traveler flew "coach class" (Business and First Class airfare are only allowable under special circumstances, e.g., documented medical reason. Justification must be provided and approval must be obtained from the appropriate Vice President or Dean). Cabin fees will not be reimbursed.
Incidental Expenses (porter tips, housekeeping tips, parking, tolls and taxis)	
<input type="checkbox"/>	Receipts are not required if less than \$75. Include receipts if over \$75.
Travel Expenses that are NOT Reimbursable	
	<ul style="list-style-type: none"> • Cancellation charges (unless justified) • Non-University business related cell phone expenses • Childcare costs • Expenses for non-business related activities such as sightseeing or entertainment • Expenses incurred by spouse or family • Extra baggage charges for personal items, i.e. golf clubs or skis • Late checkout fees • Laundry, cleaning, pressing expenses for trips of six days or less • Lodging within 50 miles of headquarters or home (unless justified) • Lost or stolen cash or personal property • Meals included in the cost of registration • Mileage from home to headquarters or headquarters to home • Mini Bar Charges • Parking expenses at assigned workplace • Pay-for-View movies in hotel/vehicles • Personal phone calls, including calls home • Pet care costs • Personal • Expenses submitted for reimbursement more than 12 months after expenses were incurred

eBERF CHECKLIST FOR SPONSORED ACCOUNTS

GENERAL																																	
<input type="checkbox"/>	Verify the following: <ul style="list-style-type: none"> ○ employee/student payee was <i>working</i> on the sponsored project at the time of travel ○ employee/student payee was not paid 100% from other grants at the time of travel ○ the travel occurred within the award/budget period ○ expense is allowable, and justification documents how the expense is related to and benefits the research project ○ the account(s) used has (have) available funds 																																
<input type="checkbox"/>	If travel was to attend a business meeting/conference, please ensure that: <ul style="list-style-type: none"> ○ a copy of the meeting program/agenda or a summary of conference agenda is attached ○ proof of payment of hotel, airfare (including detailed itinerary), car rental and registration showing zero balance and showing method of payment is included ○ meals per diem is reduced accordingly if the meeting/conference provided meals (see Per Diem section below) ○ that the location, time frame and business purpose relate to the grant and that an explanation of the Business Purpose is included in that section of the eBERF 																																
INTERNATIONAL TRAVEL																																	
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ UM Policy BSL-070 on International Travel requires registration with Red24 for all international travel by faculty, staff, and students prior to travel. ○ Ensure copy of the Red24 Registration is attached to the reimbursement request. 																																
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Travel by faculty, staff, and students to countries on the U.S. Department of State Travel Warning list, CDC Travel Health Notices list, or countries that do not have diplomatic relations with the US requires prior approval by their Dean, VP or Business or Fiscal Officer and the Provost. ○ Ensure that the pre-travel approval is attached to the reimbursement request. 																																
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eBERF CHECKLIST FOR SPONSORED ACCOUNTS

PER DIEM MEALS - Foreign Travel		
<input type="checkbox"/>	Use the U.S. Department of State Foreign Per Diem Rates by Location web page to obtain the applicable “M & IE Rate” based on the country, city, month and year of travel. Attach a copy of the Federal per diem rate used to prepare the eBERF.	
<input type="checkbox"/>	Deduct 50% of the daily per diem rate for dinners paid by a conference or someone else, 35% for lunches and 15% for breakfasts. For example, if the daily per diem rate of the foreign country you traveled to is \$250 and the conference or someone else provided dinner, deduct \$125 from the per diem rate.	
ITEMIZED MEALS - Domestic and Foreign Travel		
<input type="checkbox"/>	Meals charges based on actual costs must be substantiated with itemized receipts. Itemized meals are not allowed when travel is charged to a State of Florida Grant/Contract.	
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Mileage (When using a private automobile. 600 mile round trip limitation)		
<input type="checkbox"/>	Attach the mile calculations from MapQuest/ Google Maps/ Yahoo Maps	
<input type="checkbox"/>	Confirm that the correct mileage rate was used. 2016 rate is 54 cents per mile. Current rate is available at Mileage Allowance	
<input type="checkbox"/>	If the funding is awarded by the State of Florida, use State of Florida Travel Policy and attach a State of Florida Travel Form	
Automobile Rental		
<input type="checkbox"/>	UM policy requires the use of a compact or mid-sized car	
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<input type="checkbox"/>	Please review compliance with state policy for car rental travel charged to a State of Florida Grant/Contract.	
Airfare		
<input type="checkbox"/>	Confirm traveler flew "coach class" (Business and First Class airfare are only allowable under special circumstances, e.g., documented medical reason. Justification must be provided and approval must be obtained from the appropriate Vice President or Dean). Cabin fees will not be reimbursed.	
<input type="checkbox"/>	Confirm traveler used an American airline carrier and/or a flight that has been Code Shared with an American carrier for all Federal or Federal Pass-Thru sponsored grants/contracts. View the Fly America Act (see 301-10.131 to 301-10.143)	
<input type="checkbox"/>	An exception is transportation provided under the “Open Skies Agreements”: United States (US) Government and the European Union (EU) (US-EU Amendment) . If this applies, attach a printout of the relevant section of the agreement.	
<input type="checkbox"/>	Use of a foreign airline when an American carrier is available is usually unallowable except for very long flights. If very long flights are involved (usually more than 14 hours), verify with Sponsored Programs BEFORE purchasing a ticket on a non-American carrier as federal agencies have different regulations as to the exceptions allowed.	
<input type="checkbox"/>	If a non-American airline is used, an explanation MUST be included. Valid explanations are either the unavailability of an American carrier servicing the airports between departure and destination, or the length of the flight. Lower cost is not a valid reason as per U.S. travel regulations.	
Incidental Expenses (porter tips, housekeeping tips, parking, tolls and taxis)		
<input type="checkbox"/>	Receipts are not required if less than \$75. Include receipts if over \$75.	
Travel Expenses that are NOT Reimbursable		
<input type="checkbox"/>	<ul style="list-style-type: none"> • Alcoholic beverages • Cancellation charges (unless justified) • Non-university business related cell phone expenses • Childcare costs • Expenses for non-business related activities such as sightseeing or entertainment • Expenses incurred by spouse or family • Expenses submitted for reimbursement more than 12 months after expenses were incurred 	<ul style="list-style-type: none"> • Extra baggage charges for personal items, i.e. golf clubs or skis • Late checkout fees • Laundry, cleaning, pressing expenses for trips of six days or less • Lodging within 50 miles of headquarters or home (unless justified) • Lost or stolen cash or personal property • Meals included in the cost of registration
		<ul style="list-style-type: none"> • Mileage from home to headquarters or headquarters to home • Mini Bar Charges • Parking expenses at assigned workplace • Pay-for-view movies in hotel/motel room • Personal insurance on rental vehicles • Personal phone calls, including calls home • Pet care costs • Personal