

CMBS Forms

- [WISCIENCE Consent](#)
- [CMBS Summer Research Program Code of Conduct](#)
- [Setting up Multi-factor identification \(DUO\)](#)
- [Responsible Conduct in Research Training](#)
- [Directions for completing Required BioSafety Training](#)
- [Directions to Complete Bayh-Dole Act Agreement](#)

UNIVERSITY OF WISCONSIN-MADISON
Research Participant Information and Consent Form

Title of the Study: Evaluation of WISCIENCE Programs and Courses

Principal Investigator: Janet Branchaw (phone: 608-262-1182) (email: branchaw@wisc.edu)

Staff Researcher: Amanda Butz (email: abutz2@wisc.edu)

DESCRIPTION OF THE RESEARCH

You are invited to participate in a research study investigating what impact WISCIENCE courses and programs have on participant outcomes. You have been asked to participate because you are currently or have previously participated in WISCIENCE course or program. The purpose of the research is to determine whether engagement in WISCIENCE courses or programs affects participant outcomes. The research will be conducted as part of your participation in this WISCIENCE course/program at the University of Wisconsin - Madison.

WHAT WILL MY PARTICIPATION INVOLVE?

If you decide to participate in this research you will be asked to allow the research team to include your course or program materials in their analysis. If videotapes or audio recordings are captured and submitted as part of your course or program requirements, those materials may also be included in analysis. In addition, you may be asked to complete follow-up surveys or submit follow up materials (e.g., CV/resume, reflection statement, teaching portfolio) that will be used to assess the impact of WISCIENCE courses or programs. Your data will be stored and used for future research.

ARE THERE ANY RISKS TO ME?

Study team members include WISCIENCE instructors and program directors, so there is a risk of breach of confidentiality even when the data are de-identified. Participants may also be concerned about how their participation will impact their relationship with their WISCIENCE instructor or program director. Data will be de-identified by a staff researcher, who is not involved in the program, using a random number assignment prior to analysis.

ARE THERE ANY BENEFITS TO ME?

We don't expect any direct benefits to you from participation in this study.

HOW WILL MY CONFIDENTIALITY BE PROTECTED?

Your name, email, and/or the last 4 digits of your phone number will be used for data linking purposes; however this data will be removed prior to analysis. While there will probably be publications as a result of this study, your name will not be used. Only group characteristics and de-identified quotes will be published. With documentation of an IRB protocol, individuals collaborating with WISCIENCE, including individuals outside of UW-Madison, may obtain access to de-identified or identifiable data (data that includes your name and/or email address) for ongoing and related research purposes.

WHOM SHOULD I CONTACT IF I HAVE QUESTIONS?

You may ask any questions about the research at any time. If you have questions about the research, you should contact the Principal Investigator Janet Branchaw at 608-262-1182 or staff researcher Amanda Butz at abutz2@wisc.edu.

If you are not satisfied with the response of the research team, have more questions, or want to talk with someone about your rights as a research participant, you should contact the Education and Social/Behavioral Science IRB Office at 608-263-2320.

Your participation is completely voluntary. If you decide not to participate or to withdraw from the study it will have no effect on your involvement in WISCIENCE programs.

Please select one:

☐ I agree to participate in the study

☐ I do not agree to participate in the study

Your name (please print): _____

Your signature: _____

Today's date: _____

Cellular and Molecular Biology of Stress Summer Research Program Code of Conduct

Your signature below attests that you have read these rules and agree to follow them. By accepting, you agree to abide by these standards. If you choose to violate these rules, the summer research program leadership will take appropriate action, which may include a warning, reduced stipend compensation, expulsion from the program without further remuneration, or contacting law enforcement, depending on the severity of the infraction.

Program Requirements

1. Holding outside part-time or full-time work during the REU program, including other internships, without written approval of the research mentors and REU program administrators is not allowed.
2. Taking classes during the REU program is not allowed. For extenuating circumstances, written approval of research mentors and REU program administrators is required.
3. All trainees are required to 1) present a scientific poster outlining their proposed research on June 28th; 2) present an oral PowerPoint presentation outlining their research results at the Final Symposium on July 31st, and 3) submit a final scientific paper summarizing their research results by August 2nd.
4. All trainees are required to attend all program activities. If a compelling medical or other reason prevents attendance, trainees must request permission from the program director before (when at all possible) the event to be excused.
5. Failure to consistently follow safety procedures of any laboratory in which you perform your work can result in expulsion from the program. All accidents, except obviously minor ones, must be reported to one's supervisor, whether or not they are work-related.
6. All forms of scientific misconduct (falsifying data, plagiarism, etc.) are expressly forbidden.

Respect

7. All members of the UW-Madison SROP community are required to behave respectfully to each other.
8. Discrimination based on age, disability, gender, gender identity/expression, marital status, national origin, race/ethnicity, religion, sexual orientation, socioeconomic status, and/or veteran status or any other aspects of one's identity is both unlawful and antithetical to the goals of the university. It will not be tolerated by anyone in the UW-Madison community. If you experience or observe discrimination, please report it to the program director or fill out an incident report at <https://www.students.wisc.edu/doso/reporting-and-response-to-incidents-of-bias/hate/>.
9. Sexual harassment is a form of discrimination based on gender, and it will not be practiced or tolerated. UW-Madison's policies and procedures are available at: <http://www.oed.wisc.edu/sexual-harassment-information.htm>
10. UW-Madison is a drug free workplace. No controlled substances are allowed at UW-Madison or the residence halls. Alcohol consumption is illegal for anyone under the age of 21. Binge drinking and intoxicated behavior is unacceptable on UW-Madison property and in the residence halls.
11. Failure to comply with UW-Madison and Slichter housing policies and procedures, including smoking, installation of air conditioning units, improper trash disposal, etc. can result in expulsion from the program. Any damages to the rooms are the responsibility of the occupants.

I understand that failure to abide by any of these standards may result in my dismissal from the program.

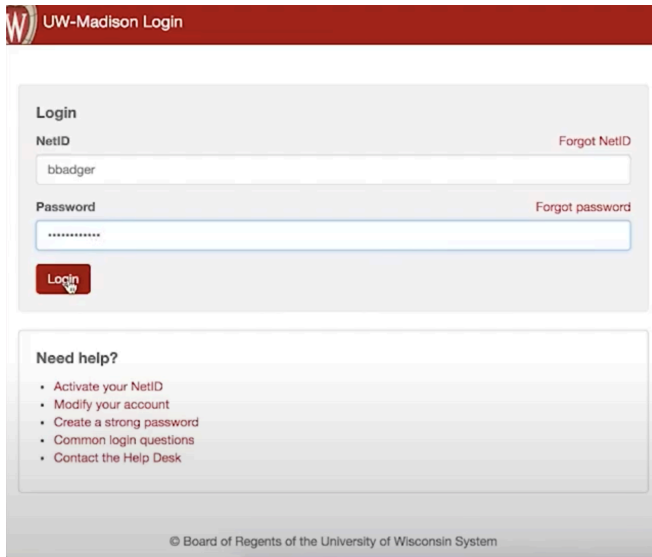
Name

Signature

Date

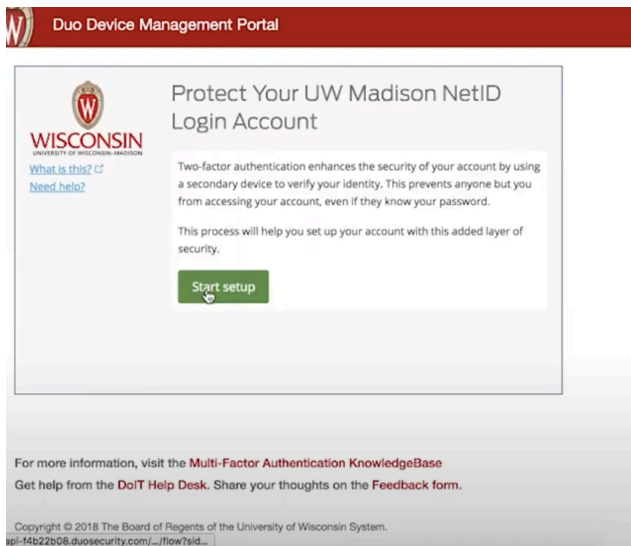
Setting up Multi-factor identification

1. Click URL: [Multi-Factor Authentication Portal](#)
2. Enter UW NetID login and password.



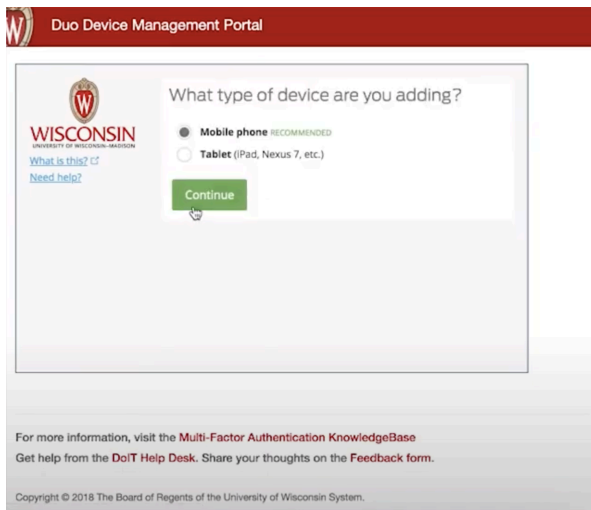
The image shows the UW-Madison Login page. At the top is a red header with the UW-Madison logo and the text "UW-Madison Login". Below the header is a white box with a "Login" section. It contains a "NetID" field with the text "bbadger" and a "Forgot NetID" link. Below that is a "Password" field with masked characters and a "Forgot password" link. A red "Login" button is at the bottom of the login section. Below the login section is a "Need help?" section with a list of links: "Activate your NetID", "Modify your account", "Create a strong password", "Common login questions", and "Contact the Help Desk". At the bottom of the page is a copyright notice: "© Board of Regents of the University of Wisconsin System".

3. Click "Start Set-up"



The image shows the Duo Device Management Portal. At the top is a red header with the UW-Madison logo and the text "Duo Device Management Portal". Below the header is a white box with the "WISCONSIN UNIVERSITY OF WISCONSIN-MADISON" logo and the text "Protect Your UW Madison NetID Login Account". It includes a "What is this?" link and a "Need help?" link. The main text explains that two-factor authentication enhances security and that this process will help set up the account with an added layer of security. A green "Start setup" button is prominently displayed. Below the main content, there is a link to the "Multi-Factor Authentication KnowledgeBase" and a link to the "DoIT Help Desk". At the bottom is a copyright notice: "Copyright © 2018 The Board of Regents of the University of Wisconsin System." and a URL: "api-14b22b08.duosecurity.com/_/flow?sid...".

4. Select adding a mobile phone or tablet



The image shows the Duo Device Management Portal. At the top is a red header with the UW-Madison logo and the text "Duo Device Management Portal". Below the header is a white box with the "WISCONSIN UNIVERSITY OF WISCONSIN-MADISON" logo and the text "What type of device are you adding?". It includes a "What is this?" link and a "Need help?" link. There are two radio button options: "Mobile phone" (which is selected and marked as "RECOMMENDED") and "Tablet (iPad, Nexus 7, etc.)". A green "Continue" button is at the bottom of the selection area. Below the main content, there is a link to the "Multi-Factor Authentication KnowledgeBase" and a link to the "DoIT Help Desk". At the bottom is a copyright notice: "Copyright © 2018 The Board of Regents of the University of Wisconsin System.".

5. Enter phone number

Duo Device Management Portal

 **WISCONSIN**
UNIVERSITY OF WISCONSIN-MADISON
[What is this?](#) [Need help?](#)

Enter your phone number

United States

+1 6082644357 ✓

ex: (201) 234-5678

 (608)264-4357 is this the correct number?

[Back](#) [Continue](#)

For more information, visit the [Multi-Factor Authentication KnowledgeBase](#)
Get help from the [DoIT Help Desk](#). Share your thoughts on the [Feedback form](#).

Copyright © 2018 The Board of Regents of the University of Wisconsin System.

6. Chose phone type

Duo Device Management Portal

 **WISCONSIN**
UNIVERSITY OF WISCONSIN-MADISON
[What is this?](#) [Need help?](#)

What type of phone is 608-264-4357?

☒ iPhone

☐ Android

☐ Windows Phone

[Back](#) [Continue](#)

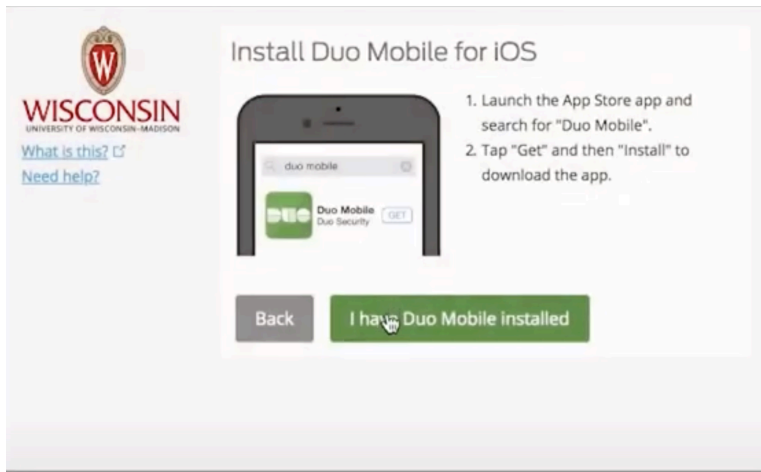
For more information, visit the [Multi-Factor Authentication KnowledgeBase](#)
Get help from the [DoIT Help Desk](#). Share your thoughts on the [Feedback form](#).

Copyright © 2018 The Board of Regents of the University of Wisconsin System.

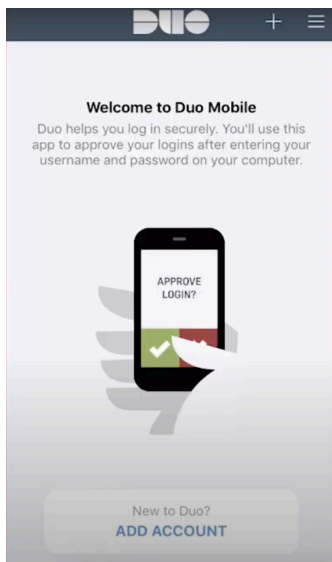
7. Download “DUO mobile” on your phone



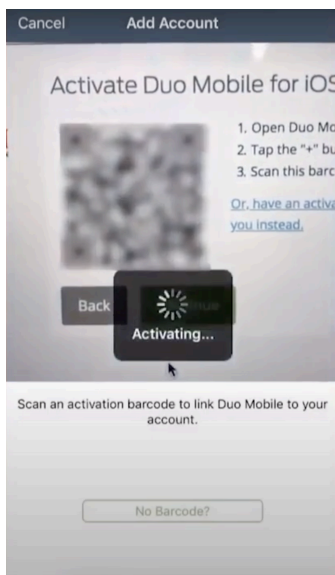
8. Go back to web browser and confirm you have “duo mobile” downloaded



9. Go back to “Duo Mobile” app and click “Add account”



10. Allow “Duo Mobile” to access your camera and then scan the barcode presented in your browser

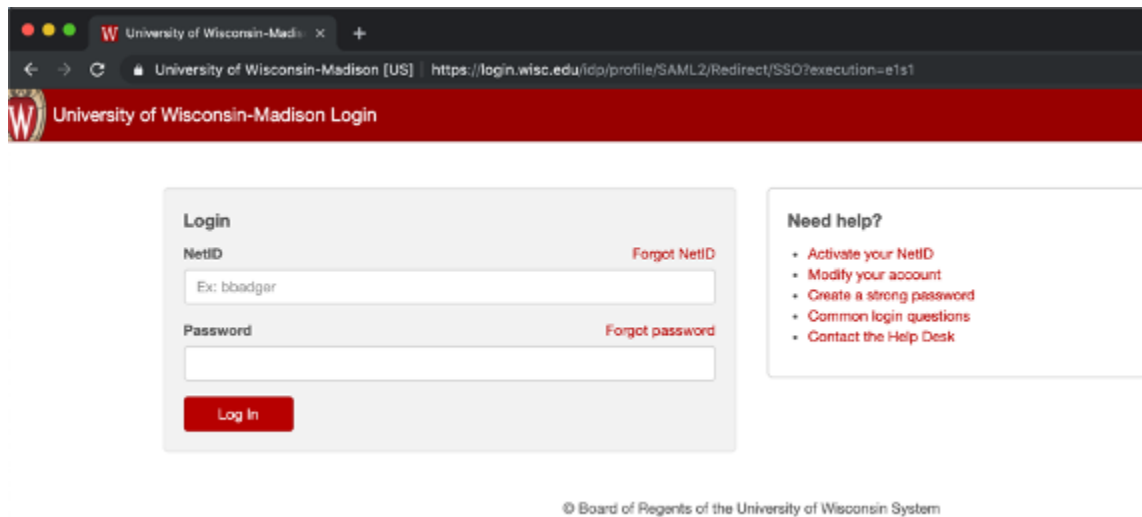


11. Click continue on your browser
12. Your account should now be set up

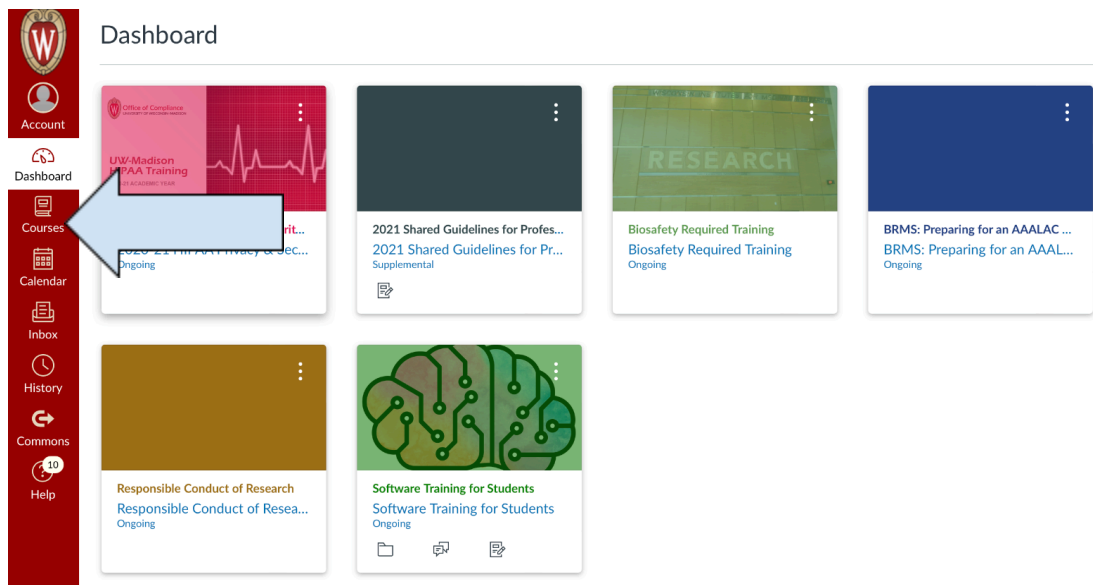
Directions for completing National Science Foundation Responsible Conduct in Research Training:

All federally funded projects are required to include Responsible Conduct in Research training. Failure to complete the training may compromise our ability to apply for and be granted federal grant money in the future. Please complete this training as soon as possible, and no later than June 7th.

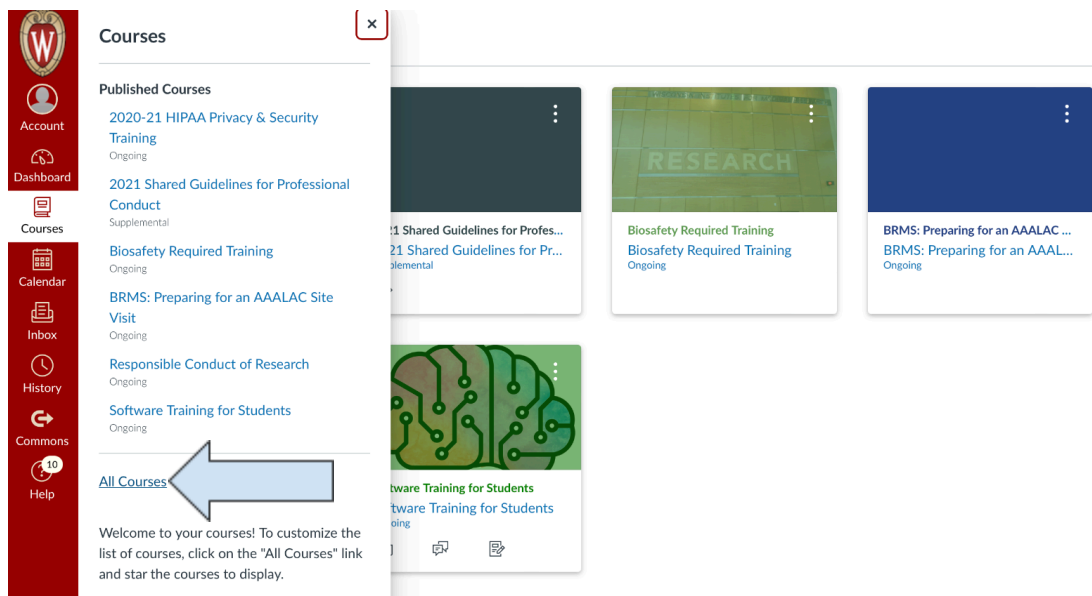
1. Login to Canvas <https://canvas.wisc.edu/enroll/4JLCC9>
2. In the gray Login box on the left, enter your UW NetID login and password.
 - a. Authenticate with Duo



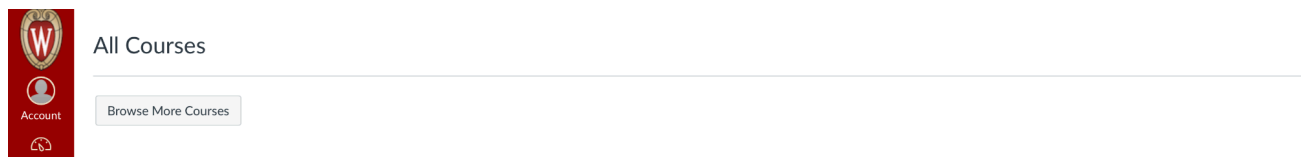
3. Once in Canvas, use the red navigation bar on the left side and select “courses”



4. Click on the link for “All Courses” at the very bottom of the list



- Click on Browse More Courses (right side of the screen)



- Click the box next to "Open Enrollment Course Only". Be sure the "Public Course Only" box is not checked. Click Search (see figure below).
- Search for "Responsible Conduct of Research" in the search box in the top left corner.



- Click the Responsible Conduct of Research icon
- First Pop-up-window select "enroll in course"



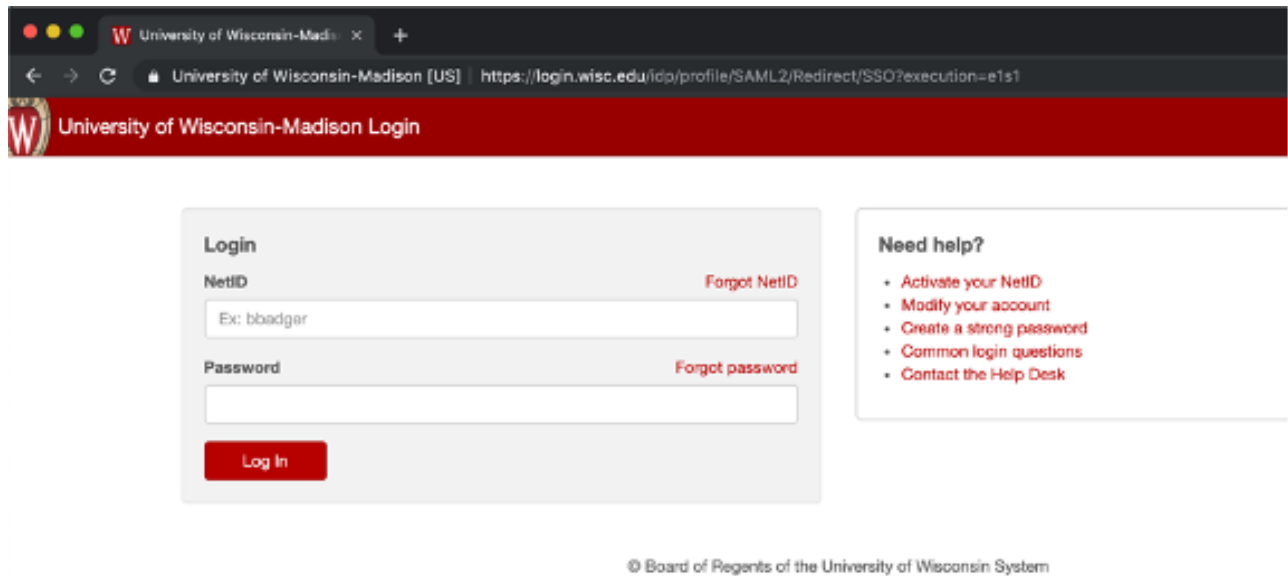
- Second Pop-up-window select either "go to course" to complete immediately or "go to dashboard" to complete this course at another time

11. Once you have answered the question, please submit the quiz

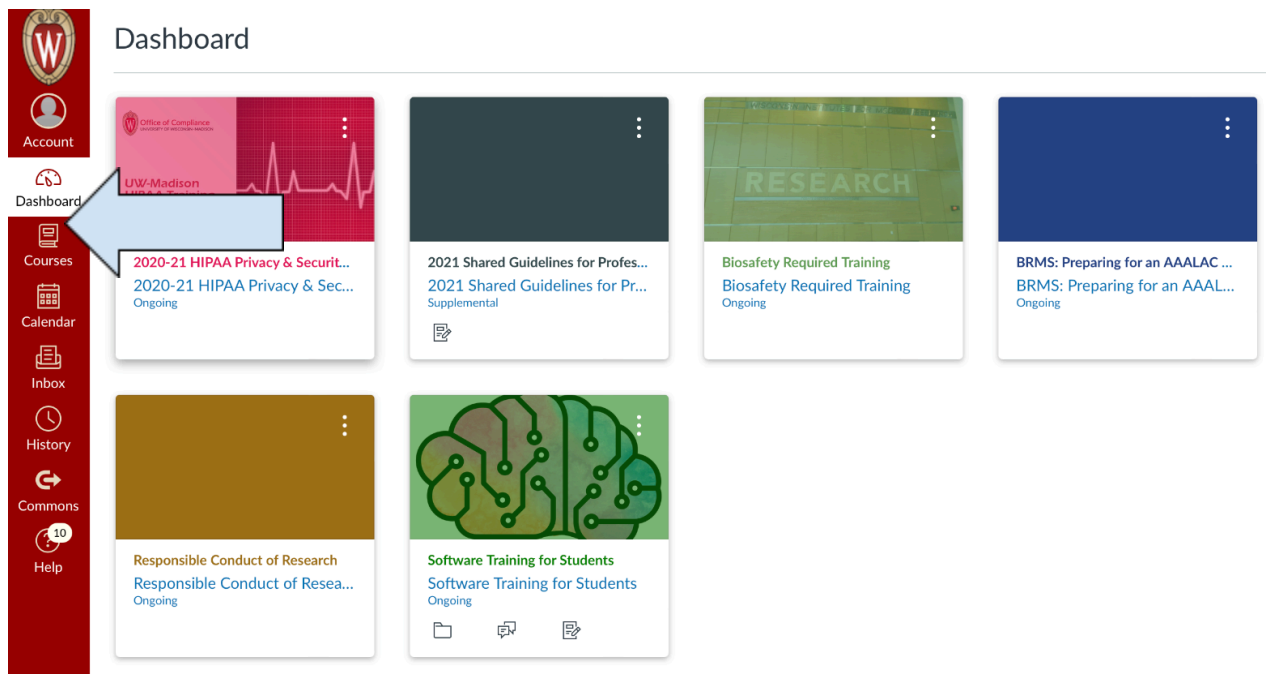
Directions for completing Required BioSafety Training:

This training is required before any student may conduct laboratory procedures. Your lab may have additional required training that they will direct you to take.

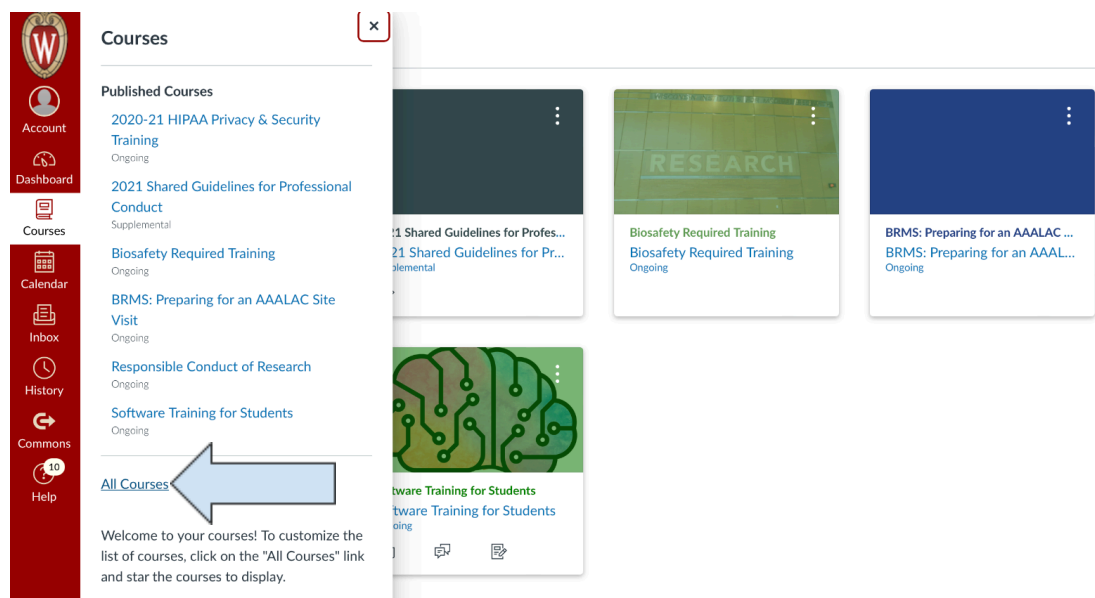
1. Login to Canvas <https://canvas.wisc.edu/>
2. In the gray Login box on the left, enter your UW NetID login and password.
 - a. Authenticate with Duo



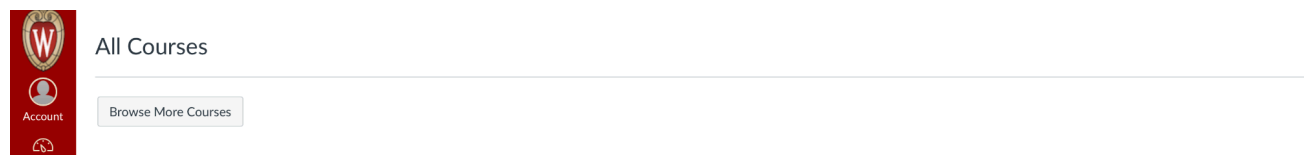
3. Once in Canvas, use the red navigation bar on the left side and select "courses"



4. Click on the link for “All Courses” at the very bottom of the list



5. Click on Browse More Courses (right side of the screen)



6. Click the box next to “Open Enrollment Course Only “. Be sure the “Public Course Only “box is not checked. Click Search (see figure below).

7. Search for "Biosafety Required Training" in the search box in the top left corner.

All Courses

☐ Public courses only ☐ Open enrollment courses only

Biosafety Required Training

8. Click the Responsible Conduct of Research icon

9. First Pop-up-window select "enroll in course"

10. Second Pop-up-window select either "go to course" to complete immediately or "go to dashboard" to complete this course at another time

11. Once you have answered the question, please submit the quiz

Directions to Complete Bayh-Dole Act Agreement:

As a reminder, the PI is responsible for assuring that all persons participating in the project, other than clerical or nontechnical staff, agree to comply with the terms of the Bayh-Dole Act. Please share this link and ensure they have completed the certification:

<https://go.wisc.edu/bayhdole>

1. Click the link above
2. Read through the information in its entirety
3. Click agree and electronically sign