

Procedures for IGERT fellows

July 12, 2004

As participants in the IGERT program, all fellows are expected to demonstrate a commitment to interdisciplinary research and to conduct themselves in a responsible and ethical manner that is respectful of others. In addition to these principles of conduct, failure to comply with procedures listed below may result in suspension of funding:

- 1) Fellows will comply with all institutional regulations, policies and rules as described in the University of Idaho Catalog, the IGERT Project Guidelines, and other UI documents.
- 2) If applicable, fellows will comply with the Joint Ph.D. program guidelines and CATIE's institutional regulations, policies and rules. Fellows in the joint program should take note of CATIE's special institutional status and its implications, among which is the fact that CATIE is accountable to the Government of Costa Rica for ensuring that its students who are not Costa Rican nationals are in good standing regarding residence permits and other official documents.
- 3) Fellows will remain in good standing at the University of Idaho. Fellows in the Joint Ph.D. program must also remain in good standing at CATIE.
- 4) Fellows will form graduate advisory committees, develop study plans and submit necessary forms to the College of Graduate Studies and if applicable CATIE, during their first twelve months in the IGERT project.
- 5) In consultation with their graduate committees and within the first 12 to 18 months in the project, fellows will develop interdisciplinary and disciplinary research proposals to guide their graduate work.
- 6) Fellows will show progress in their course work and research activities; communicating regularly with their graduate committees to seek their guidance and to provide them with progress reports.
- 7) Fellows will comply with documentation requests from their advisors and the Steering Committee in a timely fashion. This includes, but it is not limited to, interdisciplinary and disciplinary reports for the proceedings of the IGERT Annual Meeting, and reports on integrated research and plans.
- 8) Fellows will provide the Steering Committee and their advisors on an annual basis (December), a 1-2 page report listing the papers they have published or submitted for publication, papers and posters presented at professional meetings, and workshops and training courses attended during the year.
- 9) Fellows will have an annual meeting with their graduate committees to review their progress and to provide information to fill the IGERT Fellow Progress Tracking Form. Major professors will develop a 1-2 page evaluation of fellows in

consultation with their graduate committees and will submit it to the student and the Steering Committee.

- 10) Fellows will participate in annual IGERT project meetings and reply to the annual NSF-IGERT on-line survey.
- 11) Fellows will acknowledge the funding received from the NSF-IGERT program in presentations and publications originating from the project.
- 12) During the course of their tenure, fellows will serve on at least one project subcommittee (i.e. educational, grants, social, etc).
- 13) Changes in departments, major professor, or research area requires the approval of the Steering Committee. Fellows must request such approval by submitting a thorough justification in writing to the Steering Committee.
- 14) Teams or students that substantially change the interdisciplinary nature of their work will submit for approval by the Steering Committee, a summary document outlining the modifications, including objectives, questions, hypotheses and timeline.

Failure to comply with these principles and procedures of the IGERT Project will initiate the following review process prior to suspension of funding:

- 1) Fellows will be notified by their major advisor/graduate committee of their violation of the above stated principles and procedures.
- 2) Upon notification and within a two to three-week period, fellows must meet with their committee to discuss mutual concerns associated with their failure to comply with principles and procedures.
- 3) Following the meeting, fellows and their major advisors must report to the Steering Committee on the actions to be taken to correct the situation.
- 4) Notification of further noncompliance will be prepared by the major advisor/graduate committee and forwarded to the Steering Committee for action.