

Graduate Student Guide

Department of Ecology and Evolutionary Biology
(EEB)

University of California, Irvine

2017-18

TABLE OF CONTENTS

INTRODUCTION	4
PART 1: SETTLING IN	4
BEFORE YOU ARRIVE.....	4
<i>Housing</i>	4
AFTER YOU ARRIVE.....	5
PART 2: LIFE AT UCI	7
STUDENT PHOTO ID CARD.....	7
KEYS.....	7
MAIL.....	7
PHONES.....	7
<i>To make calls</i>	7
<i>In the event of an emergency</i>	8
<i>zotALERT System</i>	8
E-MAIL.....	8
FAX.....	8
PHOTOCOPIES.....	9
PARKING.....	9
LOCAL STORES.....	9
CAMPUS RECREATION.....	10
PART 3: PERSONAL FINANCE	10
LOCAL BANKS.....	10
GETTING PAID.....	10
TEACHING ASSISTANTSHIPS.....	11
FELLOWSHIPS.....	11
FEES.....	11
ESTABLISHING RESIDENCY.....	12
FEDERAL STUDENT AID.....	12
PART 4: MEDICAL CARE	13
HEALTH INSURANCE.....	13
ACCIDENTS.....	13
PART 5: THE GRADUATE PROGRAM	14
CLASSES AND REGISTRATION.....	14
<i>Graduate Courses</i>	14
<i>Registration</i>	15
GRADUATE TIMETABLE.....	16
ADVISORY COMMITTEE.....	16
<i>Advancement Exam</i>	16
<i>Dissertation Defense</i>	17
<i>Submitting the Dissertation</i>	18
DEPARTURE FROM UCI.....	18
ALUMNI E-MAIL FORWARDING.....	18
PART 6: THE ADMINISTRATION	19
DEPARTMENTAL ADMINISTRATION.....	19
<i>Department Chair</i>	19
<i>Department Vice Chair</i>	19
<i>Departmental Staff</i>	19
<i>Graduate Student Advisor</i>	19
<i>Graduate Student Representatives</i>	19

<i>Other Advising</i>	20
SCHOOL OF BIOLOGICAL SCIENCES	20
PAPERWORK AND OTHER DETAILS.....	21
<i>Purchasing</i>	21
<i>Reimbursement (Supplies and Materials)</i>	22
<i>Repairs & Returns</i>	22
<i>Travel</i>	22
<i>Support for travel</i>	24
PART 7: RESOURCES FOR TEACHING & RESEARCH	25
IMAGE WORKS.....	25
DISHWASHING AND AUTOCLAVING.....	25
CAMPUS SHOPS & FACILITIES MANAGEMENT TRADES.....	25
VIVARIUM.....	26
PHYSICAL SCIENCES STORES	26
COMPUTERS.....	26
<i>Network & Telecommunications</i>	26
<i>Technology Training</i>	26
MEDIA EQUIPMENT	26
GRANTS	27
NATURAL RESERVES	27
T. A. TRAINING.....	27
TEACHING RESOURCES.....	28
APPENDICES.....	28
APPENDIX A: SAMPLE REQUEST FOR TRAVEL MONEY (2 pages).....	29
APPENDIX B: NOMINATION OF PhD CANDIDACY COMMITTEE.....	31
APPENDIX C: COMMITTEE MEETING REPORT FORMS (Fall/ Spring).....	32
APPENDIX D: EEBEXIT FORM.....	34

INTRODUCTION

This guide was written with two major goals: to help new students navigate their first week or two with ease, and to provide a general reference containing information of use throughout their graduate career.

If you need help, or have a question and can't find the answer here, contact one of your graduate student representatives (2017-18 grad reps are Samantha Leigh -scwright@uci.edu and Evelyn Valdez-Rangel evaldezr@uci.edu) or Anu Nanjappa (Graduate Affairs & Department Coordinator) via email: ananjapp@uci.edu or ph. 949-824-4743 (X4-4743 from on-campus phones).

PART 1: SETTLING IN

BEFORE YOU ARRIVE

The latest you should arrive at UCI is September 15 (two weeks before classes start on Sept 28, 2017). This will allow you enough time to take care of paperwork and other matters, some of which must be handled in person.

You should receive and file a Statement of Legal Residence online before arriving (Registrar's Office sends them to all applicants who have accepted admission). If you have not received it, visit the Residence Classification website <http://reg.uci.edu/stlr/Welcome.do> and complete it online. **Failure to provide a Statement of Legal Residence form may result in a hold being placed on your registration.**

You must register for classes by September 15 (see "Registration" in Part 5). This is something you can take care of online, before arriving at UCI, so be sure to do it before the deadline to avoid late fees. See "Graduate Courses" in Part 5 for a list of classes to register for.

You should also make housing arrangements before you arrive. You should have received information about guaranteed on-campus housing (for PhD students) and followed those instructions in early May if you plan to live on-campus. MS students do not receive guaranteed on-campus housing, but may still apply for on-campus housing (see section below on Housing).

Finally, please note, if you are a T.A. (teaching assistant) or GSR (graduate student researcher), you will not get your first paycheck until November 1st.

Housing

Housing in Orange County can be fairly expensive. As a graduate student, your best option is student housing. Most of the students in E&E have chosen this option. See <http://www.housing.uci.edu/rates/Rates.html> for housing prices.

There are five student apartment complexes at UCI. The oldest and least expensive one is Verano, which features family housing for those with children. For Verano Housing call: (949)824-5964.

Palo Verde houses mostly students (as opposed to non-student family members). Rents here are a bit steeper. The Palo Verde Office number is (949)824-8397.

Vista Del Campo and Vista Del Campo Norte are privately owned and managed apartment communities located on the UC Irvine campus, offering furnished apartments to single undergraduate students, except freshmen, and graduate students. For information on the two Vista Del Campo communities, go to <https://www.americancampus.com/student-apartments/ca/irvine/vista-del-campo.do>.

Puerta del Sol is the newest apartment complex. Visit: <http://www.puertadelsolliving.com/student-apartments/ca/irvine/puerta-del-sol>.

More information may be found at the Graduate and Family Housing website: <http://www.housing.uci.edu/grad/index.html>.

AFTER YOU ARRIVE

In addition to the points mentioned above, you will also have T.A. training, lab safety training and University and Departmental Orientation before classes begin.

When you first arrive on campus, please check in with the Departmental Office and with your advisor so that they know you have arrived. Contact Sarah McCarthy in Natural Sciences II 4127 at 949-824-2797 or samccart@uci.edu to make an appointment and complete your employment paperwork before August 28th, if possible. Please bring identification documents, as they are needed for payroll entry. Without them, you cannot be entered into the payroll system. You can click on the following link to determine which document(s) you will need to bring to your appointment in order to complete the I-9 (eligibility to work) form <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>.

International students first need to meet with the International Center upon arrival. After you meet with the International Center, you can schedule a meeting with Sarah. Please bring all pertinent visa/passport documents to your meeting with Sarah. You can click on the following link to view the check-in process and specifically what is needed <http://www.ic.uci.edu/Students/New/NewStudents.php>

The EEB Department Administration Office is in 321 Steinhaus Hall (for a campus map see <http://www.uci.edu/visit/maps/index.php>). It is helpful to get to know the staff in the office so stop by the office to say hello when you arrive. The staff will show you around and help get you started. The EEB Graduate Affairs & Department Coordinator, Anu Nanjappa, is located in SH 321A.

Department mailboxes are in 322 Steinhaus Hall (across the hall from the Department Office). Though most correspondence will be by email, please check your mailbox regularly for potentially important information. Graduate student mailboxes are located straight ahead as you enter the mailroom.

Checking in with your advisor should also be one of the first things you do. Your advisor should be providing you with office space and should start you on your quest to obtain keys (see “Keys” in Part 2 below).

In the weeks before classes, the First-Year Graduate Student Committee will review your previous academic training for deficiencies. They will notify you of the results of their review. If you are found 'deficient' in a particular area, you might be advised to either audit or take for credit an undergraduate course in that area. The basic course series for first year students is discussed under “Graduate Courses” in Part 5 below.

Training for teaching assistants also takes place during the week classes begin. The dates are included in the letter sent to you by Anu Nanjappa in early summer. If you have any questions about this training, you can contact the Pedagogical Fellow (PF), Jordan Balaban is the person assigned to train you. This training is very helpful and is required in the summer before your first teaching appointment (see Parts 3 & 7 for more information).

All new students also must take a Laboratory Training class (TANGO), on lab safety and emergency procedures run by Environmental Health & Safety, during September. The information for this is also included in your welcome letter sent in early summer.

As part of a system wide effort to improve the prevention of and response to sexual violence and sexual harassment, the Office of Equal Opportunity and Diversity (OEOD) is requiring all UC faculty and staff, including student employees (includes Teaching Assistants), to participate in annual training that will better prepare each of us to fulfill our role in preventing and responding to these incidents. It is considered essential that TAs be knowledgeable regarding sexual harassment prevention and resources available on campus. Employees who are required to complete the training will receive a notification from the UC Learning Center with instructions on how to complete the online course. Employees must complete the online training within the first six weeks of their employment.

If you'll be driving to campus, see “Parking” in Part 2 for a way to take advantage of the 'alternative transportation' options.

If you are from out-of-state, you need to get started on establishing residency as soon as possible to avoid problems. See “Establishing Residency” in Part 3 to find out what you need to do.

PART 2: LIFE AT UCI

STUDENT PHOTO ID CARD

UCI photo ID cards are often required when conducting business with various campus services. These cards are available inside the UCI Bookstore; you may pick yours up there. You will need to have your student identification number with you when obtaining the photo ID.

KEYS

You can obtain a Key Request Form from the EEB website: <http://ecoevo.bio.uci.edu> under Administration –Key Request Form. Your advisor would be able to help you fill in the appropriate room numbers and provide an approval. Please include a brief explanation of why the key(s) are required. Next, return the form to the finance analyst assigned to your faculty advisor, for approval. When you are notified that your key order is ready for pick up, you may collect your key(s) from the campus lock shop. The Lock Shop is located at the corner of Bison and West Peltason. Key orders can take up to a week to complete. Be sure to have your photo ID available when you go to pick up the key(s).

MAIL

Incoming mail is delivered to your mailbox in SH 322. For faster delivery, have senders include the Department suffix (Zot Code: 2525) after the ZIP code. Your new address is:

Your Name
University of California, Irvine
Dept. of Ecology and Evolutionary Biology
321 Steinhaus Hall
Irvine, CA 92697-2525.

Outgoing mail (US & Campus) may be placed in the mail boxes outside of McGaugh Hall (lower level near steps, facing Steinhaus Hall. Document and Delivery will sort the incoming mail for distribution to mailboxes. Mail is delivered once daily.

If you have a package that needs to be sent out via Fedex, you will need to get an account number (most faculty have a Fed Ex account) and instructions from your advisor. You can also talk to one of the Finance Analysts for instructions.

PHONES

To make calls

1. On-campus: Dial the five digit extension (the first number is always 4).
2. Off-campus: Dial "9" first, then the seven digit telephone number.
3. Toll Call/Long Distance: Dial "9" then "1" for domestic calls, (or 011 for international), then the area code and telephone number. Calls outside the U.S. require the use of a calling card - it is not possible to dial direct from most labs. Check with your advisor regarding his or her policy on long distance phone calls.

The campus area code is "949" and the prefix for campus extensions is "824".

In the event of an emergency

1. When using a campus telephone extension or any payphone located on campus, **Dial 911**.
2. Inside an elevator - All UCI campus elevators are equipped with emergency call boxes. Each box has a push button that connects directly to the UCI Police Department **UCIPD 911** via speaker phone.
3. If you are outside a building, look for an emergency phone. These yellow emergency phones with blue lights on top are located on the campus ring mall and in many campus parking lots. Each box has a push button that connects directly to the **UCIPD 911** via speakerphone.
4. From a cellular telephone: Dial **911**. If you are on campus it is routed to a UC Irvine Police dispatcher.

If you have any questions about the features available on the campus phones and how to use them, the campus telephone directory will guide you. A summary of services is available at the Office of Information Technology (OIT), <http://www.oit.uci.edu/telephone/>.

zotALERT System

One of several modes of emergency communication used at UCI, **zotALERT** is an emergency alert system that uses cell phone text messaging to quickly notify the UCI community of emergency and safety related information. The system will not be used for routine announcements. ZotALERT messages will be sent periodically to test the system and to promote emergency preparedness.

The ZotALERT text message system is complemented by the ZotMail email system. This will provide an additional notification mechanism to text messaging. It will also help get the word out to those who do not have cell phones or find notification through text messaging ineffective. Redundancy is an important component of emergency communication strategy.

Students are strongly encouraged to sign up for zotALERT messages. You will need a “text-enabled” mobile phone.

1. Login to [StudentAccess](#)
2. Click **Contact Information**
3. Update your **Mobile Phone** and provide your cell phone number.

E-MAIL

Each student has an e-mail account based on his/her UCInetID. Please use this address for official communication with the University. This is the email that will be used for all departmental messages. To access your free e-mail account, you will need to officially activate it. There are easy instructions for doing this on the Office of Information Technology (OIT) web page at <http://www.oit.uci.edu/ucinetid/>; Click on Activate your UCINetID. Be sure to have your student ID number and Social Security number available.

FAX

There is a fax machine in the Departmental Office which can be used both to send and receive faxes. The fax number is (949) 824-2181. Faxes directed to you will be put in your mailbox.

PHOTOCOPIES

Photocopy machines are located in Steinhaus Hall (SH) Room 322 (Color), McGaugh Hall (MH) 2224 (Color), MH 4224, Natural Sciences I, Room 2115 (Color), Natural Sciences II, Room 4120, and Biological Sciences III, Room 2202. These copiers require copy codes which may be requested from the administrative staff. You may ask your Major Professor for a code that you can use for research related copying. Ask department staff for instruction on using the copiers. During the Summer Sessions all requests for course copying are handled by the Summer Sessions office and not at the department level.

You can use the photocopiers in the libraries for personal copying. Campus ID cards can be used for printing and photocopying at all UCI Libraries and can be swiped at any copier, microform reader/printer, or print release station to pay for copies/prints. Library copy/print cards are also available for purchase to patrons without campus ID cards, and for departmental use. Funds can be added to both campus ID cards and Library copy/print cards, and Library copy/print cards may be purchased, at Value Adding machines located in the Langson, Ayala Science, and Grunigen Medical Libraries.

Scanners are available in Langson Library and Ayala Science Library. Check the Library website for more information. <http://www.lib.uci.edu/>

PARKING

Parking at UCI currently runs \$70- \$101 per month. Parking permits may be obtained online at <https://www.parking.uci.edu/> or from the Parking and Transportation Office in Room 200 in the Public Services Building, at the corner of Berkeley and Pereira (section C9, Building 7 on campus maps). If you are getting to campus by 'alternative' (non-car) means you are eligible for the Alternative Transportation Incentive Program. To receive incentives, you must register at the Parking Office. Check out the Parking and Transportation website for a list of incentives: <http://www.parking.uci.edu/AT/incentives/graduate.cfm/> .

A good way to avoid parking costs is to ride the OCTA bus. For a \$169 membership fee, you can purchase a "University Pass" card for unlimited access to the Orange County Transportation Authority's (OCTA) bus system 24 hours a day throughout the county. Stop by the Parking and Transportation Services Office, and have your ID card with you. The card is valid from July 1, 2017 until June 30, 2018. (<http://www.parking.uci.edu/at/modes/octa.cfm>)

LOCAL STORES

The most convenient grocery store to campus is Albertson's, across Campus Drive from Verano housing. It is fairly large and has a pharmacy. Trader Joe's is across the street from the UCI campus in the University Town Center Shopping Area on Campus Drive. For health/organic/vegetarian foods, you can try Wholesome Choice Market at Culver and Michelson, or Mother's Market at 2963 Michelson in Irvine or 19th Street in Costa Mesa. A brand new Target store opened in July 2017 at the University Center mall. There are also several Costco stores in Irvine and surrounding communities.

CAMPUS RECREATION

The Anteater Recreational Center (ARC) is equipped with two different gymnasiums, an elevated running track, a rock-climbing wall, a fitness lab, several activity rooms, and a 10,000 square foot weight and cardio room. Its Aquatics Plaza contains a 25 by 25 yard heated recreational lap pool. Students can pursue their own fitness programs or participate in a myriad of campus recreation programs. These programs include in-line skating, scuba, kick box aerobics, Aikido, sailing and more. Tours of the ARC are available by calling X45346 to make an appointment or you can check out the ARC at www.campusrec.uci.edu.

PART 3: PERSONAL FINANCE

LOCAL BANKS

Bank of America, Wachovia, Wells Fargo, Chase and the School's First Credit Union currently have ATMs on campus, located at the Student Center. In addition, School's First and Wells Fargo have branch offices inside the Student Center. Any U.C. employee (including T.A.s and G.S.R.s) can join School's First Credit Union.

GETTING PAID

If you will hold a Fall TA or GSR appointment, please be aware that you will not receive your first paycheck until November 1st. The up side is that you're still getting paid for the 9-month appointment on July 1 of next year. Recipients of most fellowships should get their first check on October 1st.

Once you start getting paid, paychecks are available on the first working day of the month. If the first falls on a weekend or holiday, checks will be available on the last workday prior to the first of the month. The only exception is January 1st - the release date for this check is announced each year (usually available on the first working day after January 1st).

You can have your paycheck and/or fellowship check deposited electronically by the University - in fact, it is highly recommended that you sign up for direct deposit. This not only means you do not need to go to the bank, but with some banks your payroll check is deposited a day early, with the exception of the January 1st pay date. An additional benefit to direct deposit is that because fellowship checks are not generated through the payroll system, we cannot guarantee that they will arrive on the 1st of each month. While they are issued on the 1st, often they do not arrive at the department office till up to three days later due to holidays, campus closures, etc. With direct deposit, your fellowship check will be in your account on time.

You can view non payroll-related (fellowship) pay stubs online after logging on to your zot account online at <https://zotaccount.uci.edu/>. You will need to sign up under Payroll's direct deposit service, DEFT, at https://portal.uci.edu/uPortal/p/webproxy-cms-file-view.ctf2/max/render.uP?pP_cmsUri=public%2FAccounting%2FPayroll%2FHowToDirectDepositPayCheckDEFT.xml.

You can view your payroll-related pay stub online through At Your Service, at <https://atyourserviceonline.ucop.edu/ayso/>. If you do not have direct deposit, you can pick up your paycheck from Tina Romero the front desk in 321 Steinhaus Hall.

TEACHING ASSISTANTSHIPS

Standard pay is currently about \$2228/- gross per month or \$6684 per quarter (\$20,052 per academic year if you TA all three quarters). However this amount can change pending cost of living adjustments.

FELLOWSHIPS

There are a few points worth noting about the different kinds of fellowships available. Most importantly, be aware that income taxes (Federal and State) are not automatically deducted from fellowship stipends, as they are from paychecks. To avoid possible trouble down the road, you will probably need to make quarterly payments (known as Estimated Tax Payments) to the IRS and California Franchise Tax Board. Check out IRS Publication 970 ("Tax Benefits for Education"), IRS Form 1040-ES and Franchise Tax Board Form 540-EZ for more information. These forms are available in many public libraries or by calling 1-800-TAX-FORM (Fed) or 1-800-338-0505 (State) or via the internet.

Many fellowships cover fees in addition to providing a stipend. If this is true for you, the fellowship should be noted on your ZotBill. You will need to register for a minimum of 1 unit before the fee payment will be activated however (see "Registration" in Part 5 below). If your bill continues to show a balance after you have registered, please check with Anu Nanjappa.

You are encouraged to apply for NIH, NSF or private fellowships. Contact your Faculty Advisor and the Departmental Grad Advisor for assistance. They can help you identify potential funding agencies and will guide you through the application process. Also, please remember; **never** send an application directly to the agency without first speaking to one of the financial analysts in the department. Each faculty member has an analyst assigned to his/her accounts. For an updated listing of the Staff Assignments please visit the website: <http://ecoevo.bio.uci.edu/Administration/Staff/AdministrativeOrganization/StaffAssignments>. Please send the final fellowship award letter to Anu Nanjappa via email ananjapp@uci.edu for your student file.

Money to cover some types of research expenses, such as travel, may be obtained from the department and school. See "Support for Travel" in Part 6 for more information on this topic.

FEES

The cost of attending UCI for 2017-2018 is \$5777.50 per quarter (for California residents). Graduate Division provides a partial fee remission and the Department covers the remaining fees for teaching assistants. If you are a GSR, all your fees are covered by the grant. Many fellowships also pay your fees in full.

Your quarterly fees include a number of charges in addition to the basic university fees, including fees for the Student Center, Recreation Center and the Bren Events Center. The other sizable charge is for student health insurance. If you have other medical insurance, you may opt out of the University's student health insurance plan (see "Health Insurance" in Part 4).

Billing is handled via a monthly statement ("ZotBill"). It includes a breakdown of all charges/debits as well as any credits, including financial aid handled directly by the University. It is strongly

recommended, if you are paying for your own fees, that payment be made electronically, though payments will be accepted by mail or at designated campus drop boxes. Be sure to put your name, address and account/student ID# on all checks and correspondence. You should get an informational brochure with your first bill. If you will TA in 2017-18 and do not fill out hiring paperwork before August 28, 2017, your ZotBill will show that you owe for your fees. However, as soon as you meet with Sarah, who will enter your appointment into the payroll system, your zot account will show that they are covered.

ESTABLISHING RESIDENCY

The U.C. system is considerably more expensive for non-California residents. During your first year as an out-of-state graduate student, non-resident tuition is paid by the Department but after that, if you are still a non-California resident, **you** will be responsible for this charge. It is therefore vital that out-of-state domestic students establish themselves as California residents during their first year.

In order to be considered a resident, you must obtain a Petition for Resident Classification from the Office of the Registrar, fill it out, and return it to them by the appropriate deadline. You then produce the required proof of residency at the end of one year. If you don't start the proceedings early, you won't establish your residency in time and will have to pay the higher fees. Contact the Residence Deputy in the Office of the Registrar, at x4-6129 or regres.uci.edu if you have questions, or look at the Registrar's Office website at www.reg.uci.edu/registrar/residence/index.html.

FEDERAL STUDENT AID

Financial aid to graduate students is available from the federal government in two forms. The first is grants and fellowships, and the second is student loans. For both types, domestic students need to file a FAFSA (Free Application for Federal Student Aid). If you applied for federal financial aid as an undergraduate, you are probably already familiar with the procedures. You can submit the FAFSA on-line at <http://www.fafsa.ed.gov/>. The instructions are fairly straightforward. This should be done each year that you are in the graduate program whether or not you are looking for financial aid. If funds become available through department fellowships, it is usually required and it saves some time to have filled this out already.

The Financial Aid Office is in 102 Aldrich Hall. Be aware that this office handles a lot of traffic and consequently lines can be long. You should educate yourself about the system as much as possible and ask questions as needed. You can call the Financial Aid Office at x4-8262 and may also access their web page at <http://www.ofas.uci.edu/content/>.

Note that taking out the full amount of the loans offered to you in the Fall might reduce your financial need and as a consequence affect your ability to receive certain Fellowships from the Department later in the academic year. Consult with the Graduate Affairs & Department Coordinator before accepting financial aid.

PART 4: MEDICAL CARE

HEALTH INSURANCE

University of California Student Health Insurance Plan for Graduates (UC SHIP for Graduates) is the University sponsored health insurance program for graduate students. Eligible graduate students are automatically enrolled in UC SHIP and the premium for this insurance is assessed each term on the graduate student's registration fee statement. You may request to **waive out** of this plan if you can demonstrate comparable and verifiable health coverage that meets the campus' minimum standards for insurance.

UC SHIP is a comprehensive health plan that provides **medical**, mental health care, pharmacy, **vision** and **dental** coverage. It features year-round, world-wide coverage using the Anthem Blue Cross PPO network. UC SHIP provides optimal coverage for services on campus and in the UC Irvine community, and peace of mind for students.

For UC SHIP members, the Student Health Center (SHC) is their primary care provider. Primary care providers and specialists at the Student Health Center will administer treatment and/or, if necessary, they will generate a referral for the student to receive additional services in the community or be seen by a specialist in the community if those services are not offered at SHC. Please note that, under the terms of the UC SHIP plan, students must first obtain a referral authorization from a Student Health Center primary care provider BEFORE seeking treatment from a non-SHC provider in the community. If a referral authorization is not obtained in advance, then the claim will be denied.

Your insurance is in effect as of the first day of fall quarter, providing your fees have been paid and you are enrolled. Insurance premiums are paid in Fall, Winter and Spring quarters only. Paying fees and enrolling in spring quarter will extend insurance through summer until the beginning of the subsequent academic year.

Further information about the program, important telephone numbers, and other useful links are available on the GSHIP website at http://www.shs.uci.edu/Health_Insurance_Privacy/Insurance.aspx. If you have a question not addressed on the website, please contact the Insurance Coordinator, at (949)824-2388.

ACCIDENTS

UC Irvine employees are covered under Worker's Compensation Insurance. The Student Health Center does not see patients as a result of injury and/or sickness that arise out of or in the course of their employment. On the job injury is not covered under GSHIP insurance. However, if the student/employee has GSHIP insurance and does not want to report or claim the injury under Worker's Compensation, he/she can be treated at the SHC, emergency room, or urgent care using GSHIP insurance. For an emergency after hours, please call (888) 344-6098 to access participating providers or visit www.uhcsr.com.

HR information for Student-Employees with work related injuries is listed below.

[All student-employees and volunteers with work-related injuries](#)

Employees or their supervisor must contact UCI Worker's Compensation Desk at 949-824-7008 during regular working hours to obtain medical authorization within 24 hours of any injury.

ALL WORK RELATED INJURIES MUST BE REPORTED via the On-line Incident Form available at the Human Resources website at <https://www.ehs.uci.edu/apps/hr/index.jsp>, and link to Workers Compensation or call (949) 824-7008. Also once the Incident form is completed please make sure to notify Sarah McCarthy of the injury; send an email to samccart@uci.edu:

- o Newport Urgent Care, Newport Beach
(949) 752-6300 (located off campus, , [map](#))
- o Occupational Health Clinic, Orange
(714) 456-8300 (at UCI Medical Center, [map](#))
- o ProCare Work Injury Center, Irvine
(949) 752-1111 (located off campus, , [map](#))
- o Kaiser Occupational Health Center, Santa Ana
(714) 830-6660 (located off campus, [map](#))
- o East Edinger Urgent Care, Santa Ana
(714) 541-8464 (located off campus, [map](#))
- o Occupational Services, Long Beach
(562) 933-0085 (located at Long Beach Memorial Hospital, [map](#))

PART 5: THE GRADUATE PROGRAM

CLASSES AND REGISTRATION

Graduate Courses

Graduate core courses. Students must complete a minimum of 5 core courses during their first six academic quarters, with a passing grade of B or above. Two of those courses are required graduate level courses that all students must take:

- Eco Evo 207 Quantitative methods in Ecology and Evolutionary Biology
(typically in the first year)
- Eco Evo 204 Writing Grant Proposals (typically in the second year)

In addition students must take one course each in the areas of Physiology (P), Ecology (Ec), and Evolution (Ev). Although all three courses can be taken at the graduate level {G}, one of the three courses may be taken as an upper division undergraduate course {U} in a field in which students have not taken any previous undergraduate courses. The list of acceptable courses is currently limited to:

E/E 208 (GP), E/E 227 (GP), Physio206A-B (GP), Anatomy201 (GP), E109 (UP), E127 (UP), E138 (UP), E139 (UP), E145 (UP), E170 (UP), E183 (UP), E188 (UP).

E/E205 (GEc), E/E251 (GEc), E118 (UEc), E151 (UEc), E166L (UEc), E186 UEc)
E/E206 (GEv), E135 (UEv), E137 (UEv), E153 (UEv), E154 (UEv), E168 (UEv)

If a student wishes to request an exemption or a substitution, she/he must submit a written request to the First Year Committee justifying the reason to the graduate advisor. The Graduate Advisor and the student's Advisory Committee (or prior to the formation of the Advisory Committee, the Prescription Committee) will decide whether to grant the request. Once approval has been given, the student must submit a General Petition found at <http://www.grad.uci.edu/forms/index.html> to Graduate Division. It is requested that these exemptions be approved at the time they are taken. Graduate Division checks the courses taken when the dissertation is filed. Those classes must match the ones that have been approved to fulfill requirements. If they don't, the student must have an approved exemption on file.

Departmental seminar series. Most quarters there is a Departmental Seminar Series (Eco Evo 201), where seminars are presented by research scientists from UCI as well as other universities. All graduate students are strongly encouraged to attend these seminars. Course credit is also given for the seminar.

Advanced graduate courses. The department offers advanced graduate seminar courses (eg: 210, 221, 223, 235, 285) in evolution, ecology, statistics and comparative physiology.

University teaching. If you are a teaching assistant for a class, you are required to enroll in Eco Evo 399 (University Teaching) for 4 units in the quarter in which you serve as a teaching assistant. Instructors will evaluate TAs and submit the evaluation to the Graduate Advisor at the end of the quarter.

If you don't have enough regular courses to make up the required 12 units each quarter, the difference is usually made up with research units (Eco Evo 200). You should check with your advisor just to be sure.

Registration

Registering for classes at UCI is handled online. Instructions can be found on the Registrar's Office website <http://www.reg.uci.edu/registrar/soc/webreg.html>. See the Schedule of Classes (<http://websoc.reg.uci.edu/perl/WebSoc>) for course codes, found under Biological Sciences or Ecology and Evolutionary Biology.

Be sure to register, and pay fees if necessary, for each quarter before the deadlines - penalties for late fees run about \$50-\$100. Vital dates are listed in the Registrar's Office website at <http://www.reg.uci.edu/navigation/calendars.html>. In general, you must register and assure that fees have been paid for the next quarter by Week 10 of the current quarter.

Be aware that the P/NP (pass/no pass) option is not allowed for grad students in graduate classes, though it is allowed if you are taking an undergraduate class as long as it is not being used to fulfill your core requirements.

GRADUATE TIMETABLE

You have received a copy of "Programs, Policies & Guidelines for Graduate Study in the Department of Ecology and Evolutionary Biology" with the welcome email from Anu Nanjappa. Please note it can also be found on the departmental website <http://ecoevo.bio.uci.edu/>. It details what you can expect and what is expected of you while you are at UCI as a masters or doctoral student.

All students must complete five Graduate Core Courses during their first six academic quarters. There are then two big events and one recurring smaller one. The small one consists of your Advisory Committee meeting, which occurs every six months (see below). The big ones for PhD students are your Advancement Exam and your Dissertation Defense (see further below). Masters students are also required to have Advisory Committee meetings and a Thesis Defense. They do not have an advancement exam though there is paperwork to be submitted for advancement (This must be done 30 days before the beginning of the quarter in which you defend). See the "Programs, Policies & Guidelines..." manual for further details about the Masters Program.

All students beginning their **second** year should complete IDP in the Fall quarter and each Fall thereafter. Please find the form required at: <http://www.grad.uci.edu/forms/index.html>

ADVISORY COMMITTEE

Your advisory committee consists of three people - your advisor and two other faculty members that your advisor and you agree upon. These other members can be from outside the department and even off-campus, although tradition and ease of scheduling make it easier to keep things within the campus community.

You will meet with your committee formally in October and April to discuss your progress, current proposals, and future plans (first year students do not have to meet with their committee in the fall quarter). A reminder memo will be sent out the month before advising you to schedule your meeting. After each meeting, your advisor will write a letter to you discussing your progress, with a copy sent to the department. In addition, you are required by the School of Biological Sciences to turn in a form signed by your committee members approving your progress thus far after each meeting (see Appendix C for Fall and Spring forms). The Graduate Advisor evaluates each student's progress once a year, based on these letters. You will be notified of your progress after this is done, usually toward the end of Spring quarter.

Advancement Exam

The PhD advancement exam takes place when you are ready to defend your dissertation proposal, typically during your third year. Because NSF Doctoral Dissertation Improvement Grant proposals cannot be submitted until you have advanced to candidacy, most students are encouraged to take the exam at the beginning of their third year.

Composition of Advancement to Candidacy Committee

1. The advancement committee must have five members.
2. All members must be voting members of the University of California academic senate (members from other UC campuses do not require a request for exception though do require a CV)
3. If the student wishes to include a non-voting senate member or faculty from another university (non-UC), the student must submit a written request for exception to the Graduate Dean prior to scheduling the advancement. These individuals may not serve as Chair, a departmental committee member, or outside member. Approval is at the discretion of the graduate dean and may not be granted by the departmental graduate advisor, thesis advisor, or Associate Dean of the School of Biological Science.
4. A majority of the members must be appointed in the student's Department. The Office of Graduate Studies is receptive to some flexibility in the departmental affiliation of the committee members if there is an academic rationale. A request for exception and justification should be submitted prior to appointing a committee.
5. The major professor serves as Chair of the committee; the Chair must hold a primary or joint appointment in the student's department.
6. At least two members (in addition to the chair) must hold a primary or joint appointment in the student's department.
7. The "outside member" must be an academic senate member of the Irvine campus (must be regular rank faculty from UCI, may not hold a primary or joint appointment in the student's department, may be in the general area of Biological Sciences, but should not be in the student's research area).

There is a nomination form for the Advancement Committee (Appendix B) that must be signed by the Graduate Advisor, Dr. Jennifer Martiny, and submitted to Anu Nanjappa before the exam is taken. It will be placed in your student file. This form assures that all members of your advisory committee are qualified to sit on the committee.

The oral examination covers the student's major field of specialization, the proposed research to be developed, and other areas of biology. The student will be expected to demonstrate knowledge in these areas, as approved by the student's Advisory Committee. Each student should consult with members of his/her Advancement to Candidacy Committee about the members' expectations for the oral exam well before the exam takes place.

There is paperwork that needs to be filed after completing the exam, as well as a \$90 filing fee. Go to <http://www.grad.uci.edu/forms/> to print out the necessary form (PhD Form 1 – Advancement to Candidacy PhD Degree) to take to your exam.

Dissertation Defense

The public is invited to your defense seminar and may pose questions towards the end. Everyone but your advisory committee (back to three people) is then asked to leave so that the committee can ask further questions. This question period tends to be fairly short, usually lasting less than half an hour. There's paperwork for this one too, which you can pick up from the Graduate Division website (see above) or from the Library Archives. The Library Archives also offers workshops once per quarter.

Submitting the Dissertation

The library is particular about the format of the thesis or dissertation. Instructions on how to print it are available in a manual you can purchase from the University Bookstore, from Library Archives, on UCI's Graduate Division web page, or at the Libraries Research Resource website. If you are going to be writing up your dissertation as you go along, you might as well put things in the correct format right from the start.

DEPARTURE FROM UCI

Before candidates leave UCI, they are expected to do each of the following:

- Sign all personnel and payroll forms. Make an appointment with Sarah McCarthy (samccart@uci.edu; X4-2797) at least 5 days before you leave.
- Provide the department with the date paperwork is submitted to grad division, title and location of the first position accepted after graduation.
- Provide the department with a clean copy of thesis or dissertation. It does not need to be hardbound as long as it has a durable cover.
- Return all departmental and school property (e.g., keys, key cards, etc.) to your faculty advisor or to the administrative office.
- Provide the department with an email and forwarding mail address and complete the EEB Exit Form.
- If at any time during your training you received support from a training grant, you must file a termination report with the supporting agency.

ALUMNI E-MAIL FORWARDING

All UCI graduates have the opportunity to set up a permanent email address "UCInetID@alumni.uci.edu" that will forward your alumni email to an address of your choice. Please note this is only an email forwarding service, not an email account. The service is provided by UCI at no cost to you – it does not require membership in the UCI Alumni Association. It's a way to stay connected with the university, friends and colleagues. To set up your @alumni.uci.edu address, visit: <http://signup.alumni.uci.edu> (UCInetID Login Required)

PART 6: THE ADMINISTRATION

DEPARTMENTAL ADMINISTRATION

Department Chair

Our Chair is Dr. Kathleen Treseder (3106 Bio Sci III, x4-7634, treseder@uci.edu). Her responsibilities include representing the department to the dean of the school and to the chancellor, coordinating and planning departmental goals and objectives, and having final authority in many departmental decisions.

Department Vice Chair

Our Vice Chair is Dr. Dominik Wodarz (419 Steinhaus Hall, x 4-2531 dwodarz@uci.edu). His responsibilities include teaching assignments for both faculty and graduate students; serving on the Schools' undergraduate curriculum committee, and acting as Chair in the absence of Dr. Treseder.

Departmental Staff

Please visit the departmental website at [http://ecoevo.bio.uci.edu/Administration- Staff Assignments](http://ecoevo.bio.uci.edu/Administration-StaffAssignments) for a list of departmental staff members and their primary responsibilities.

Graduate Student Advisor

The Graduate Advisor is Dr. Jennifer Martiny (3029 Biological Sciences III, x4-0487, jmartiny@uci.edu). She is in charge of graduate student affairs, such as the annual review of student progress and the stewardship of the policies and procedures governing graduate studies. She also serves as a liaison between students and faculty, representing students' interests (a function shared with the grad student reps). If you have questions or problems related to your tenure or treatment as a graduate student, consider discussing them with Dr. Martiny.

Graduate Student Representatives

The Grad Reps are elected by the grad students, typically once a year. The Grad Reps serve as the second mechanism of graduate representation to the faculty, by attending faculty meetings as the graduate voice and coordinating faculty reviews by the grad students. They also relay information from the faculty to the students. If you have ideas or complaints about the way the department runs, problems with particular faculty members, or similar issues, your first stop should be the Grad Reps. Please make them your first stop before approaching the Graduate Student Advisor, Chair, Vice Chair or Department Administrator about matters relating to the grad student life at the Department of Ecology and Evolutionary Biology.

Graduate Student Representatives for 2017-2018 are:

Evelyn Valdez-Rangel evaldezz@uci.edu

Samantha Leigh: scwright@uci.edu

Other Advising

The University provides a number of support services for graduate students. Throughout their graduate career, graduate students within the department should feel free to contact the Graduate Student Advisor to discuss, in a private setting, any issues of concern and/or to help guide the student to other appropriate services. Other offices that offer support services include the Office of Equal Opportunity and Diversity (issues of discrimination and harassment, <http://www.eod.uci.edu/>, 949-824-5594), the UCI Counseling Center (personal issues, <http://www.counseling.uci.edu/>, 949-824-6457), and the Office of the Ombudsman (dispute resolution services, <http://www.ombuds.uci.edu/>, 949-824-7256).

SCHOOL OF BIOLOGICAL SCIENCES

The Department of Ecology and Evolutionary Biology is one of four departments that make up the School of Biological Sciences. The other three departments are: Developmental and Cell Biology, Neurobiology and Behavior, and Molecular Biology and Biochemistry.

Many graduate students and faculty have benefited from interactions with members of other departments. Don't hesitate to seek out advice from people in other departments if you need expertise in their area of study.

The following lists show some of the Biological Science administrators and personnel.

Name	Title	email
Frank La Ferla	Dean	laferla@uci.edu
Benedicte Shipley	Assistant Dean	bshipley@uci.edu
Jenna Bague	Bio Sci Undergrad Student Affairs	jbague@uci.edu
Kristen Caplin	Personnel Manager	kcaplin@uci.edu
Matthew Martinez	Interim Director of Computing	mrm@uci.edu
Michael Leon	Assoc. Dean, Undergraduate Studies	mleon@uci.edu
Michael Mulligan	Assoc. Dean, Graduate Studies	rmmullig@uci.edu
Robyn Stiffler	Facilities/Purchasing Manager	rstiffle@uci.edu
Yuanshun Chen	Director of Finance	ychen@uci.edu

The School of Biological Sciences is spread over several locations.

Department Offices:	Location	Ext.
Developmental and Cell Biology	BS3 2011	4-5347
Ecology and Evolutionary Biology	SH 321	4-6006
Molecular Biology and Biochemistry	MH 3205	4-4915
Neurobiology and Behavior	MH 2205	4-8519

The list below will give you an idea of the key contacts for the various departments and facilities.

School Offices:	Location	Ext.
Administrative Offices	NSII 5120	4-5315
Computing Support Helpdesk	NS1 2115	4-3555
Facilities Office	NSII 5211	4-8085
Room reservations	NS1, 1114, NS 2, 4201	bioscirooms@uci.edu
Undergraduate Student Affairs	BS3 1st floor	4-5318
Undergraduate Teaching Laboratory	SH 249	4-6952

Facilities:	Location	Contact
Arboretum	See campus map	4-5833
Dishwashing/Autoclave Facilities	MH 4311, SH 390, BS3 2421, NS1 2334, NS2 3341, Greeb gyse 109D	
Greenhouse	See campus map	4-6049
Image Works Copy Center	NS1 2112	4-6414
Vivarium – special access key card required	MH Basement	4-6030

PAPERWORK AND OTHER DETAILS

A variety of services and equipment are available through the School of Biological Sciences; most will require a KFS account number. The department staff has prepared the following guide to help you deal with necessary paperwork. It is extremely important to understand procedures, especially if money is involved, so read this section carefully.

Purchasing

To place an order for supplies and/or equipment, complete the departmental purchase requisition form, which can be found at <http://ecoevo.bio.uci.edu/Administration-Forms>. Please fill in all the important information such as KFS account numbers, vendor info, requester's contact info, and any special instructions about the order. Next, obtain the approval signature from your faculty advisor or the person with signature authority in the lab. If the order is based on a quotation, be sure to attach it along with the purchase requisition form. Finally, give the PO requisition to the designated financial analyst who handles funding for the given PI.

The PO requisition form will be used to project expenses and is approved by the designated analyst. Should they have questions about the use of the account, they will contact either you or your faculty advisor directly. After approving the PO, the financial analyst will hand it to the purchaser, Thelma Castro, for processing. If there is an issue with the items being ordered, i.e. wrong catalog number, obsolete item, big difference in pricing, etc., Thelma will contact the requester for further information, before the PO can be placed. It is within the departmental policy that all purchases will be delivered to room 318 in Steinhaus Hall. Thelma will send pick-up notices to the requesters as the orders come in and notify them if there are backordered items, etc. However, there are some items that can be delivered directly to the lab such as equipment, temperature sensitive items, and/or services. Should this be the case, complete the comments/special instructions on the form including the lab location. After receiving the items ordered, be sure to provide the packing slips to the

designated financial analyst.

Financial Analysts:

Irma Rodriguez: mprodrig@uci.edu, 949-824-1287, SH 309

Marcus Umali: mumali@uci.edu, 949-824-4776, SH 313

For additional questions about purchasing, please contact Thelma Castro, tcastro@uci.edu, 949-824-5791, or visit Thelma in SH 315.

Reimbursement (Supplies and Materials)

For research-related supplies and materials that are needed on the same day, you may choose to pay for these and get reimbursed after the fact (not to exceed \$499.99 per day per vendor). In order to be reimbursed you must save your original itemized receipt, fill out a reimbursement form, obtain your faculty advisor's signature, and turn it in to the finance analyst assigned to your faculty advisor for KFS account approval. Your receipt MUST have the store name printed or stamped on it, a printed product description, the date, and payment amount.

All receipts must be submitted for reimbursement within 30 days of the purchase date. Check with the administrative staff if you're unsure whether your anticipated purchase is an allowable, reimbursable expense. The following procedures have been implemented for handling supplies and materials reimbursements.

1. Obtain a reimbursement form from the Department Office or online at: <http://eecoevo.bio.uci.edu/Administration-Forms>.
2. Fill out all information on the form. Get the PI's signature before submitting this to the Department Office.
3. Attach original receipts on a single sided paper, in chronological order for approval; please tape receipts to an 8 1/2 x 11 piece of paper and remove all staples.

Repairs & Returns

When something needs to be returned or repaired, please work with Thelma. Thelma will contact vendor for their return policy and proceed accordingly. You or your lab are responsible for generating the shipping label using the current FedEx online system (see MAIL in part 2). You must, again, have permission from your advisor and either a valid KFS account or mail code to charge it to. Once this form has been completed, print it out as instructed and see your lab's accountant for final authorization before shipping.

Travel

Listed below are some guidelines to help you in planning your trips for University business. Please keep them handy for future reference, but if you have any questions, please ask. If possible, Tina Romero, Anu Nanjappa or Thelma Castro can help with reservations and also with payment for the flight (from the approved KFS account). An email from the faculty supporting this travel is required before any reservations are made. The department uses the preferred online service provided by Connexus Travel Program. Please refer to the following link for additional information: <https://travel.ucop.edu/connexus/book-online>. If you find a lower cost alternative please print

comparable airfare for the same flights of Connexus and include with your reimbursement request. Additional questions may be directed to Tina Romero romerot@uci.edu, Anu ananjapp@uci.edu or Thelma: tcastro@uci.edu.

1. Travel that is to be reimbursed from federal grants and contracts must be booked through U.S. air carriers **except** in the following circumstances:

- Travel to and from the U.S. - when the use of a U.S. airline service would:
 - Extend travel time (including delay at origin) by 24 hours or more
- For travel between two foreign destinations - when the use of a U.S. airline service would:
 - Increase the number of aircraft changes required by two or more
 - Extend travel time by at least six hours or more
- Short Distance Travel (3 hours or less) - when the use of a U.S. airline service would:
 - Require twice the travel time of a foreign carrier
- When the costs of transportation are reimbursed in full by a third party such as a foreign government or an international agency

2. When one or more of the above circumstances apply, **provide an explanation** indicating the appropriate exception in the Notes section of the reimbursement .

- Please note that the availability of a flight at less cost is not an adequate justification to use a foreign carrier service.
- Original plane ticket receipt or invoice/itinerary showing payment and ticket number. This is the last page of your ticket booklet that says "passenger receipt" at the top and has a dollar amount in the bottom left corner. If you are traveling with an e-ticket or on a ticketless ticket you need to request a "passenger Receipt" at the ticketing counter at the airport. Your passenger receipt or invoice/itinerary is required even if you requested an advance from the department and you had no out-of-pocket expense. Please also include all other flight paperwork of any kind as back-up proof of travel.
- All original hotel/lodging paperwork/receipt. If you are sharing a room, please ask for 2 copies.
- Original receipts for rental car expenses and gas
- Original **itemized** receipts for any meals paid for with personal funds
- Original receipts for airport parking or taxi/shuttle to and from the airport
- Any other original miscellaneous receipts
- If you are traveling to a conference you will need to provide a copy of your registration form including your agenda; i.e. if you signed up to attend certain parts of the conference and they gave you an itinerary/receipt for your specific events, we will need that form. The documentation provided varies greatly between conferences. It is best to save ALL conference documentation.

Here are a few tips on receipts and documentation:

- A receipt will contain the following information; name and address of business, an itemization of services, total amount due, statement of form of payment and it will show a zero balance (if it does not contain this information, it is not a receipt).
- When you register for a conference or make other arrangements on-line, please read the screens carefully. There will be an option to print a receipt - please do so. There will also be a confirmation page or you will receive a confirmation email - please print these pages as well.
- Too much information/paperwork is better than not enough.

- It might be helpful for you to bring a manila envelope on your trip and keep paperwork in it as you receive it. Please tape all receipts to a 8.5 x 11 sheet of paper, by date. If you have more than 4 receipts, please create an excel spread sheet –chronological format and email this to your finance analyst. This is most helpful and should include the date, receipt title and a brief explanation regarding this expense; e.g: lunch, lodging, taxi, etc.

Plan ahead

It is to your advantage to plan ahead for your trip as much as possible. Advance notice helps you obtain your preferred flights at a lower cost and also helps the administrative staff prepare the required paperwork. When you know you are going somewhere, let us know and we will help guide you through the process. Travel arrangements for out-of-state travel should be made one month ahead and for in-state, two weeks ahead at minimum.

Support for travel

Ecology and Evolutionary Biology and the School of Biological Sciences provide support for travel to meetings and presenting papers. Currently, between \$200 and \$500 is available; per student, per Academic year (July 1, xx- June 30, xx) to cover costs such as airfare, hotel, and registration for scientific meetings where you are presenting a talk or poster. Although funding levels vary each school year, it is still highly recommended that you submit a request for funds **prior** to the trip. To get this travel grant, submit a request to Anu Nanjappa via email at ananjapp@uci.edu. This should be in the form of a letter addressed to Michael Mulligan via Kathleen Treseder, Dept. Chair. There is a sample letter below (Appendix A). The letter goes to both the Department and the School because typically \$200 comes from the former and \$300 from the latter. The two page form must be completed and emailed to Anu when requesting a Travel Award. Once you receive word that the request has been granted, work with, Anu to use these funds.

Three caveats: First, save all original itemized receipts so you can account for your expenses. Second, be aware that these travel funds expire at the end of the fiscal year, which is June 30th. As soon as you know you will need travel money, send in your request. Third, first year students are not eligible for travel support.

Travel for Students with Travel Funding:

Advance payments will not be issued to students with travel funding. Submit your original receipts to Anu for reimbursement after your trip.

Travel for Students without Travel Funding:

It is possible to receive advance payment of airline tickets, lodging and registration. When you are ready to make your travel arrangements, please contact Tina Romero at romerot@uci.edu, Anu Nanjappa at ananjapp@uci.edu or Thelma Castro at tcastro@uci.edu.

If the purpose of your trip is to attend a conference, you must turn in a copy of the registration form along with your **ORIGINAL** receipts. If you do not, you may delay your reimbursement!

Your trip must be reconciled and closed no later than one week after your return. This means that you must turn in original receipts for your airline tickets, lodging, meals, car rentals, taxis, registration, etc, along with the “travel expense voucher”. Submit this packet to your finance analyst for approval after it has been signed by your faculty advisor.

Sample Request for Travel Money

A sample memo in the form typically used to request funds for travel to meetings can be found in Appendix A. Even though the maximum funds provided are never more than \$500.00, you should include all your anticipated major expenses in your budget. Be sure to indicate that you will be presenting a talk or poster. Email your completed request to Anu Nanjappa at ananjapp@uci.edu.

Receiving Payment

Your reimbursement will be issued in the same format as your paychecks - i.e. if you are enrolled in direct deposit, reimbursement will be electronically deposited into your bank account. Please note that reimbursing travel is a lengthy process. However, if you have not received your reimbursement after 1 month of submitting, please contact your advisor’s finance analyst. Do not wait several months to notify us that payment has not been received, as it is harder to track down as time goes by.

PART 7: RESOURCES FOR TEACHING & RESEARCH

IMAGE WORKS

ImageWorks specializes in digital imaging, photographic and copy services, and the design and preparation of posters for scientific meetings. Visit their website <http://imageworks.bio.uci.edu/> for more information. They are located at 2112 Nat Sci I.

In order to request service, you must fill out a “Copy Center Order Form” which can be obtained at Imageworks directly. You will need a KFS account number from your advisor for payment.

DISHWASHING AND AUTOCLAVING

Dishwashing and autoclaving self-serve facilities are located in SH 390, MH 4311, BS3 2421, NS1 2334, NS2 3341 and Greenhouse 109D. See your advisor for recharge numbers.

CAMPUS SHOPS & FACILITIES MANAGEMENT TRADES

There are several shops around campus for mechanical, carpentry, glass and electrical work. Locations and descriptions of services can be found at <http://www.bio.uci.edu/research/machine-shops-and-vendors/>. See your advisor for necessary recharge KFS account numbers.

VIVARIUM

Animal care facilities are located in several areas on campus. Access to these areas is restricted; the Vivaria Manager (X49538) must grant permission. Please be certain to check with your faculty advisor if you think you'll have a need for these. They can give you instructions about the care and handling of research animals. All laboratories have protocols approved and on file.

PHYSICAL SCIENCES STORES

Physical Sciences Stores stocks a large inventory of chemicals, glassware, electronic components, and other lab supplies. You can pick up items from Stores if you are authorized to sign on a grant. It is located in B003 Rowland Hall and can be reached at x4-5889.

You will need a KFS account number from your advisor for any supplies/material purchased and picked up from the PS Store. Please submit receipts to your finance analyst after the purchase.

COMPUTERS

Network & Telecommunications

The Office of Information Technology (OIT) operates UCI's campus network and telephone system which includes computing, network & telephone services. Check out the services that they provide at <http://www.oit.uci.edu/>.

The School of Biological Sciences has a Computing Help Desk to assist with questions and problems that come up. They can be reached at X43555. See the list of staff at <http://comp.bio.uci.edu>

Technology Training

The Workshops and Seminars coordinated by the Office of Information Technology (OIT) are open to all UCI Faculty, TA's, Graduate Students and Staff. Please visit the following site to learn more and to sign up for trainings <http://www.oit.uci.edu/grad/>. OIT is part of a collaborative partnership that comprises The Electronic Educational Environment (EEE), through which training is also offered.

MEDIA EQUIPMENT

There are several projectors in the department office (321 Steinhaus Hall) available for use by members of the Department. You may reserve these by contacting Tina Romero the department coordinator, at romerot@uci.edu preferably a few days prior. The Bio Sci Computing Department also has various media equipment on loan in their office at NSI 2115, such as computer projectors, laptops, etc. To reserve equipment, call ahead at least a day in advance to their helpdesk at x4-3555.

GRANTS

Many grants are available to help you with your research.

The Office of Research funds UC Irvine's subscription to the COS Pivot funding opportunities database, a comprehensive funding search tool available to all UCI faculty, staff, and students <http://www.research.uci.edu/research-funding/find-funding/index.html>. The reference room in the Main Library also has a section on grants and fellowships. The person at the reference desk there can lend you a short reference guide that lists all the volumes available in this area.

Money to cover some types of research expenses (such as travel) can be obtained from the department and school - see "Support for travel" in Part 6 above. Announcements also come via email from the School of Biological Sciences, the Graduate Division or from outside the University.

NATURAL RESERVES

One advantage of belonging to a system as large as the University of California is that the University possesses enormous resources of many different types. One such resource is the system of natural reserves maintained by the University throughout the state. There are 32 reserves ranging from forest to desert and from sub-marine to alpine habitats. If your work involves natural systems, these reserves offer numerous advantages, such as sites that are off-limits to the public, lab and living facilities, and special grants. Research resources and facilities are listed at <http://www.bio.uci.edu/research/natural-reserves-and-environmental-facilities/>. Talk to Peter Bowler (x4-0157; Steinhaus Hall 365 or at the Arboretum Office 949-824-5833; pabowler@uci.edu) for more information.

T.A. TRAINING

UCI is rare among universities in offering a training class for incoming teaching assistants. This class is intended to help you develop teaching skills, present guidelines concerning university policies and practices, and provide information about particular courses. It also gives you a chance to meet some of your fellow first year students and find out a bit about the Department. The class is sponsored by UCI's Center for Engaged Instruction (CEI), and is taught by a Pedagogical Fellow (PF), usually a senior departmental graduate student with plenty of teaching experience. The EEB PF is Jordan Balaban. The training is held during Orientation Week, and lasts for two days. We require all incoming students to take this TA training during their first quarter. Refresher courses are available through CEI as deemed necessary.

TEACHING RESOURCES

Graduate students (and faculty) who wish to improve their teaching and presentation skills are encouraged to make use of the CEI. Resources available include video consultations, mid-quarter evaluations, and information on communication skills and interviewing skills. Either the director of CEI or the Department's Pedagogical Fellow conducts all consultations. For more information on CEI or the PF position, please contact CEI at 824-6060.

APPENDICES

APPENDIX A: SAMPLE OF THE STUDENT TRAVEL REQUEST FORMs (2 pages)

This memo is typically used to request funds for travel to meetings or for fieldwork. Even though the maximum funds provided are never more than \$500, you should include all your anticipated major expenses in your budget. Be sure to indicate that you will be presenting a talk or poster. Email your request to Anu Nanjappa (ananjapp@uci.edu). This form is used for internal purposes to determine eligibility for travel funds. Please include **both** pages when requesting this award.

APPENDIX B: ADVANCEMENT TO CANDIDACY NOMINATION FORM

This form must be filled out and submitted to Jennifer Martiny for her approval and signature before Advancing to Candidacy. Submit the signed form to Anu Nanjappa before your Advancement exam, so it can be placed into your student file.

APPENDIX C: COMMITTEE MEETING REPORT FORMS

These are the forms that must be filled out in Fall and Spring following the required Graduate Student Committee Meetings held twice a year. They must be signed by all committee members who will indicate whether the student is making satisfactory progress toward a degree.

APPENDIX D: EEB Exit Form

APPENDIX A: SAMPLE TRAVEL REQUEST FORM –pg 1

Date: _____

To: MICHAEL MULLIGAN, Associate Dean
School of Biological Sciences

Via: KATHLEEN TRESEDER, Chair
Department of Ecology and Evolutionary Biology

From: STUDENT NAME
Department of Ecology and Evolutionary Biology

RE: Request for Travel Funds

I am writing as a graduate student to request funds from the school for travel expenses associated with my attendance of the annual meeting of the (organization). The meeting will take place in (location) on (list dates of the conference). I will be presenting a paper on (subject area), which represents part of my dissertation work.

My anticipated expenses are as follows:

Airfare	\$ 850
Registration	\$ 80
<u>Accommodations</u>	<u>\$ 100</u>
Total	\$1,030

Please note that I have not yet received any travel funds the 2017-2018 academic year. Thank you for considering my request.

(Student Signature)

cc: Anu Nanjappa

APPENDIX A: SAMPLE TRAVEL REQUEST FORM- page 2

Ecology and Evolutionary Biology

Graduate Student Travel Request Form

Date of Request: _____

Name of student traveler:

Faculty Advisor: _____

Year started Program with EEB: _____

Name and location of meeting:

Dates of conference:

Dates of travel:

Any personal travel dates? If yes, please provide clarification:

Will the traveler be presenting a talk or poster at the meeting?

Are there student co-authors on the talk or poster that are also requesting travel funds?

Was the research conducted while the traveler was a student at UCI?

Give a short estimated budget for the travel.

APPENDIX B: ADVANCEMENT TO CANDIDACY NOMINATION FORM

NOMINATION OF PHD CANDIDACY COMMITTEE

_____ is ready to proceed to the qualifying examinations for the degree of Doctor of Philosophy in Biological Sciences.

Date by which examination is to be completed _____

Proposed title of dissertation _____

The following faculty members are recommended as a candidacy committee, the first to serve as chair (Any changes in the committee after it has been approved must be submitted to the Graduate Advisor.)

Please type or print.

	Name	Academic Unit
Chair 1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
	(outside academic Unit)	

Recommended by (please sign):

Student's Faculty Advisor Date

Student Date

Graduate Advisor/Department Chair Date

S:\Grad Studies\Current Grad Students\Forms\CandidacyCommitteeForm.doc

APPENDIX C: COMMITTEE MEETING REPORT FORMS

FALL QUARTER COMMITTEE MEETING REPORT

Student should return this form with all signatures to Anu Nanjappa

STUDENT: _____ DATE: _____

Quarter and year student entered graduate school _____

Date of advancement to candidacy _____

Expected quarter and year of thesis defense F W S S and year _____

Date of previous committee meeting _____

Comments from Thesis Advisor (**required**; please attach typed comments after the meeting or email comments to Anu Nanjappa and grad advisor Jennifer Martiny)

Comments from committee members (optional):

Comments from the student (optional; please attach typed comments after the meeting or email comments to Anu Nanjappa and grad advisor Jennifer Martiny, if desired):

COMMITTEE MEMBER AND STUDENT SIGNATURES for student progress (required)

Name:	Signature:	Satisfactory Progress?
_____	Student _____	
_____	Dissertation Advisor _____	_____
_____	Committee member _____	_____
_____	Committee member _____	_____
_____	Committee member _____	_____
_____	Committee member _____	_____

SPRING QUARTER COMMITTEE MEETING REPORT
 Student should return this form with all signatures to Anu Nanjappa

STUDENT: _____ DATE: _____

Quarter and year student entered graduate school _____

Date of advancement to candidacy _____

Expected quarter and year of thesis defense F W S S and year _____

Date of previous committee meeting _____

Comments from Thesis Advisor (**required**; please attach typed comments after the meeting or email comments to Anu Nanjappa and grad advisor Jennifer Martiny)

Comments from committee members (optional):

Comments from the student (optional; please attach typed comments after the meeting or email comments to Anu Nanjappa and grad advisor Jennifer Martiny, if desired):

COMMITTEE MEMBER AND STUDENT SIGNATURES for student progress (required)

Name:	Signature:	Satisfactory Progress?
_____	Student _____	_____
_____	Dissertation Advisor _____	_____
_____	Committee member _____	_____
_____	Committee member _____	_____
_____	Committee member _____	_____
_____	Committee member _____	_____

APPENDIX D: EEB Exit Form

**DEPARTMENT OF ECOLOGY AND EVOLUTIONARY
BIOLOGY**

POSTDOCTORAL SCHOLAR NAME _____

FACULTY ADVISOR/LAB: _____

DATE LEAVE UCIRVINE: _____

NEW POSITION: _____

NEW MAILING ADDRESS:

EMAIL ADDRESS:

KEYS RETURNED:

Warmest wishes,

The EEB Department