

Scholar's Guide to BUILD EXITO's Virtual Summer Research Academy 2020



Part 1: June 2020

Part 2: July 2020

Exact dates depend on your time zone. Click [here](#) for a breakdown.



BUILD EXITO

A SUCCESSFUL RESEARCH PATHWAY

Summer Research Academy: What is it and Why is it Important?

Congratulations on taking your first steps as a BUILD EXITO Scholar! We are thrilled that you accepted the offer to become part of this program. The Summer Research Academy is the first opportunity you have to get an in-depth look at what the BUILD EXITO program is, your opportunities as a Scholar, the support networks you will build, and the research you will engage in.

This phase of the EXITO program helps to give you a strong foundational understanding of research and the chance to broaden your understanding of different biomedical fields and follow your curiosity. Our goal is to equip you with the skills and experience you need to prepare for education beyond your undergraduate degree and a future career in biomedical research fields.

[What is EXITO?](#)

BUILD EXITO is part of a broad national strategy organized by the National Institutes of Health (NIH) to develop new approaches that engage researchers, including those from backgrounds underrepresented in biomedical sciences, and prepare them to thrive in the NIH-funded workforce. BUILD EXITO supports undergraduates in a broad range of disciplines including biomedical, behavioral, social, or clinical research and other health sciences.

Our Goals for you During the Summer Research Academy

- To orient you to BUILD EXITO at your institution, including the services and support you will receive
- To provide an introduction to research opportunities available to you in the academic pipeline, including an opportunity to apply to Phase 2 of EXITO, which involves a research traineeship in program years 2 & 3.
- To provide an opportunity for you to engage with your peers and build relationships across partner institutions.

What to Expect at the Summer Research Academy

- The Summer Research Academy is a great time for you to **get to know Scholars** from the different universities are part of BUILD EXITO. You will begin relationships that will span the academic year and beyond. We encourage you to mingle with Scholars from Partner Institutions and stay connected with them throughout the academic year! Although it may be harder to form these relationships virtually, EXITO encourages all Scholars to talk to fellow Scholars, faculty, staff, and other attendees during the event.
- This year our program will be held **virtually** - a little different than what our program is used to! We will do our best to help keep you engaged in our Zoom session, and to create connections between you and your fellow scholars, including breakout groups you will meet with each morning, and “getting to know you” activities, which will bring us together to share in our experiences that led you to the EXITO program.
- Virtual Zoom experiences are not the same as in-person, and we hope that you will also do your best to **stay engaged** with us and participate in each virtual session.

- **Build a network** with other Scholars dedicating their lives to engaging health disparities and making a tangible difference in their communities.
- Be inspired by the wide array of **research areas and career pathways** by hearing from faculty currently involved in diverse fields.
- Hear from **researchers** dedicated to making positive impacts on health disparities.
- Learn about the **ways our Scholars are uniquely supported** in this program through mentoring relationships and scholar support networks.
- Learn about what is ahead of you in **EXITO and your academic pathway**.

Key Points

We know that this document is long. However, all the information included in this guide is important to your participation in EXITO and the EXITO Summer Research Academy. Please take the time to review this entire document. Below are some key points with links that will take you to the applicable section of this guide.

- **Attendance & Expectations:** Attendance is highly recommended as it is the foundation of your experience as a BUILD EXITO Scholar. In order to receive the EXITO funds, Scholars will need to complete the make of work for any missed sessions. Scholars will also need to review and complete some content between scheduled Zoom sessions.
 - Please see the [attendance section](#) for more information
 - Please see the [expectations section](#) for more information
- **SRA Funding:** Scholars can receive \$300 for their participation in the SRA. In order for EXITO to process this funding, Scholars must complete a [W9](#) before and stipend form before **6/17**.
 - Please see the [Funding](#) section for more information
- **Dates:** The SRA will occur in two parts; 3 days in June and 2 days in July. Dates and Times for the EXITO sites are listed in the “[Summer Research Academy \(SRA\) Schedule & Location](#)” section of this guide
- **Agenda:** A draft summary of the agenda and the types of content included in the SRA are included in the “[Agenda Information](#)” section of this guide
- **Accommodations:** If you need ADA accommodations please review the “[Accommodations](#)” section of this guide.
- EXITO is dedicated to providing Scholars from UAA, UoG, NMC, and ASCC an opportunity to travel to Portland, once the COVID-19 circumstances allow for safe travel.
- Please complete [this](#) **Photo Release**.

Summer Research Academy (SRA) Schedule & Location

Dates and Time for the EXITO sites are listed below. You can convert the time to your location [here](#) if needed.

Sites	SRA Part 1	SRA Part 2
Portland <i>PSU, Clackamas, Clark, & PCC</i>	Thursday, June 18th - Saturday, June 20th <i>2:50 p.m - 6:30 p.m. PT each day</i>	Thursday, July 9th - Friday, July 10th <i>2:50 p.m - 6:30 p.m. PT each day</i>
American Samoa Community College	Thursday, June 18th - Saturday, June 20th <i>10:50 a.m. - 2:30 p.m. each day</i>	Thursday, July 9th - Friday, July 10th <i>10:50 a.m. - 2:30 p.m. each day</i>
Northern Marianas College	Friday, June 19 - Sunday, June 21st <i>7:50 a.m. - 11:30 a.m. each day</i>	Friday, July 10th - Saturday, July 11th <i>7:50 a.m. - 11:30 a.m. each day</i>
University of Guam	Friday, June 19 - Sunday, June 21st <i>7:50 a.m. - 11:30 a.m. each day</i>	Friday, July 10th - Saturday, July 11th <i>7:50 a.m. - 11:30 a.m. each day</i>
University of Alaska Anchorage	Thursday, June 18th - Saturday, June 20th <i>1:50 p.m. - 5:30 p.m. each day</i>	Thursday, July 9th - Friday, July 10th <i>1:50 p.m. - 5:30 p.m. each day</i>
<i>Please note:</i> <i>The Zoom room will open up an hour before programming starts and there will be breakout rooms to facilitate discussion between attendees.</i> <i>Scholars are encouraged to arrive 30 minutes early to talk to Scholars, Faculty, and Staff; troubleshoot technology issues; and hear announcements.</i>		

Attendance

While attending the Summer Research Academy is not mandatory, attendance is highly recommended as it is the foundation of your experience as a BUILD EXITO Scholar. We hope that you would be able to reschedule any non-essential conflicts during this time. This requirement applies to Part 1 of the event (**June**) as well as Part 2 of the event (**July**); dates/time located [here](#).

As an added incentive, you will receive up to \$300 EXITO Funds upon completing the Summer Research Academy. More information below.

Scholars are expected to complete any missed sessions and complete all the assigned content. Please see the [expectations section](#) of this guide for more information.

If you need to miss any of the SRA, please email exitopdx@pdx.edu ASAP.

Virtual Information

[Website](#)

All material for the Summer Research Academy will be housed on a Google site. EXITO's SRA team is hard at work creating this site, which will be sent out and posted here early on **Friday, June 12th** PT.

[Zoom Room](#)

The Zoom room information will be on the above mentioned Google Site and will be sent out/posted here as we get closer to the event.

[Access to Zoom](#)

All Scholars should have access to Zoom either through institutionally provided accounts or through free Zoom accounts.

BUILD EXITO highly encourages Scholars to download the Zoom app and use the app while attending the SRA. Using the app ensures that you have access to all the Zoom features including breakout rooms. Using Zoom in a web browser may cause some features to be disabled or not work as intended. However, EXITO understands that you may be unable to download the app and we will take all available steps to ensure you can participate in all SRA content and sessions. [Here](#) is a YouTube video.

[Scholars without Zoom Accounts](#)

You can sign up for a free account here: <https://zoom.us/join>. If possible, please sign up for an account for a couple of days and test out the features. [Here](#) is a YouTube video.

[Preferred Zoom Settings](#)

- Please customize your profile: [Here](#) is the Zoom instruction page
 - Please update your **Zoom user name** to your name so we can identify you and keep track of attendance.

- Please add a **picture** so EXITO staff and fellow Scholars can get to know you even if you are not comfortable sharing your webcam.
 - All attendees are encouraged to include their pronouns in their Zoom name (ex: **Cassandra Ramirez (She/Her)**).
- Please **sign in** with your institutional Zoom account or your free Zoom account since that will allow EXITO to pre-assign breakout rooms
- A **headset with a microphone** is helpful. It is not necessary, but it does help reduce background noise/echos, and helps what you hear sound clearer. There are quite a few choices online for \$10-40, but again you don't have to purchase one.
- Use the App - more information [above](#)
- **Webcam:** Scholars are not required to utilize their webcam. The Summer Research Academy team (faculty and staff) will be using their webcams most of the time since it is helpful to build relationships, increase engagement, and the formation of relationships. Scholars are strongly encouraged to use their webcam for small group sessions or one-on-one meetings. Scholars are encouraged to use their webcams based on their comfort levels.
 - When on video, it helps if you can have your computer, tablet, or phone at face height. If you are using your phone, prop it against something so it is not moving around. Try to adjust the lighting so that you have a light source in front of you. If you are lit from behind, others will not be able to see your face very well.
- If your **internet connection** is slow or lagging, turning off your webcam may help the audio connection. Additionally, if you are able to please hardwire into your router to improve internet connection.
- **“Gallery view”** on Zoom allows more participants to be visible on your screen while highlighting the speaker. This enables you to better engage in group discussions. Instructions [here](#).

[Zoom Etiquette](#)

- If you are not the person currently speaking, it is recommended that you **mute your microphone** since this will cut down on background noise.
- If you want to share during the session, you can click and use the **“Raise Hand”** button or the other nonverbal feedback options. Instructions [here](#). You can also type your question and/or comment in the **“Chat”** function. Instructions [here](#).
- While at home, we all might be a bit more relaxed but each person's presence in our virtual event is still very important. A good guideline is to use the same social rules as to when attending an in person event. For example, you would not be

doing the following things at an event, so you also would not want to do them in your home while engaged with each other during event time.

- Smoking during class
- Drinking alcohol
- Lying in bed
- Not being fully or appropriately (e.g., pajamas) dressed

Zoom Atmosphere

There some things are to be expected since we are attending the Summer Research Academy via Zoom. This includes: children or other family members (two or four-legged!) running around, making noise, or sticking their heads in your video screen. Or, you might not have an ideal or quiet place from which to attend the Summer Research Academy. All of these things are OK. We will learn to use our audio and video mute buttons to work with whatever situations we find ourselves in. We will be making plenty of mistakes. That includes the Summer Research Academy team. Let's all be patient and generous with ourselves and each other. We are learning together how to make this jump from the event being in-person to virtual. EXITO hopes that this Summer Research Academy will be as thorough and engaging as it is in person!

Clothing

Smart casual dress is appropriate. If you would like to dress up for your Elevator Pitch presentations on [Day #5](#), that is encouraged. More important than how you dress, we want you to show up and engage in SRA!

Smart Casual

Smart casual is a dress code that typically comprises well-fitting, neat and appropriate pieces that are slightly less formal than a business casual or business professional dress code.

Accommodations

Americans with Disabilities Act (ADA) Accommodations are available. If you need an accommodation due to a disability to fully participate or enjoy Summer Research Academy, please contact exito@pdx.edu.

Closed Captioning

Real-Time Closed Captioning: Although they are not ADA-compliant, there are integrations for Zoom that would provide non-ADA compliant closed captioning. One of these is otter.ai.

Closed Captioning on Videos: While creating videos, EXITO will work to provide closed captioning before the date you are required to watch the video. However, some

videos (due to time) may need YouTube-generated closed captioning. If you would like ADA-compliant closed captioning or any other accommodations, please see the [section right above this one](#) or contact exitopdx.edu.

Agenda Information

Each day of Summer Research Academy has a theme. Below is a *draft* summary of each day with highlights from the agenda. Each day there will be synchronous and asynchronous content for Scholars - see the next couple of sections for more information on what that means.

[Breaking the Agenda Down By Day](#)

Part 1 (Days 1-3: see [here](#) for specific dates and times)

Day 1: **Introduction to EXITO**- Scholars will get an overview of the EXITO program, meet faculty, staff & each other and learn about health disparities.

Day 2: **Identity & Community**- Scholars will participate in an identity mapping workshop and attend a panel discussion with current Scholars & EXITO alumni

Day 3: **Research**- Scholars will get an introduction to EXITO research, attend a panel discussion about Research Learning Communities, learn about developing their Elevator Pitch, and visit the virtual scientific poster presentation hall

Break between Parts 1 & 2: Elevator Pitch Group Meetings

During these 2.5 weeks, Scholars will have time to work on their Elevator Pitches and compose a draft written copy to submit. Engagement Facilitators will hold office hours and Scholars will schedule a 1-hour appointment to work with EFs. In the appointment, a small group of Scholars will work with an EF to workshop and practice their pitches. More information (dates, times, how to sign up, etc) will be provided on **Day #3**. See the [Expectations Section](#) for more information.

Part 2 (Days 4 & 5: see [here](#) for specific dates and times)

Day 4: **Mentoring**- Scholars will learn about and practice Informational Interviewing, get an overview of EXITO mentoring, and practice their elevator pitches.

Day 5: **Culmination**- Scholars will attend a panel discussion about Graduate School, present their elevator pitches, reflect on SRA and we will close out SRA.

[Breaking the Agenda Down by Content Type](#)

Content-Type #1: Synchronous SRA Sessions

Synchronous SRA sessions are sessions where EXITO Scholars are engaged in the content together, at the same time on Zoom. These are the scheduled sessions that will happen via Zoom - see dates and times in the “ [Summer Research Academy \(SRA\) Schedule & Location](#)” section. Below are the types of activities that will take place synchronously:

- Panel discussions
- Activities
- Q&As from asynchronous content
- Important presentations
- Group meeting with Engagement Facilitators (between parts 1 & 2)

Synchronous sessions are not just informative, they help build bonds in the cohort and provide time for Scholars to get questions answered.

Content-Type #2: Asynchronous SRA Content

Asynchronous content can be done on your own time and at your own pace. After each day of synchronous programming, Scholars will have some asynchronous content (short videos, reflections, etc.) to **complete before the next day's programming**. Many of the asynchronous content prepare Scholars for the next day's presentations, activities, or Q&As. Below are the types of activities that will take place asynchronously:

- Videos (paired with synchronous Q&A)
- Survey
- Reflections and reflection activities
- Elevator Pitch development/practice time

Engagement Facilitators (EFs) Office Hours

There are 5 SRA Engagement Facilitators (EFs) who are part of the SRA Team. These individuals are EXITO Alumni who are available to answer questions, assist with asynchronous content, assist with making up synchronous content, provide support, etc. Each day of the SRA ([Days 1-5](#)) EFs will have office hours before/after synchronous content.

The office hours will be conducted in Zoom. More information on how to attend the office hours will be provided on the website as we get closer to the event.

There is no expectation or requirement that Scholars stop by the office hours. The office hours are just there to provide support, provide you a chance to talk to our great EXITO Alumni, and get your questions answered.

Expectations

[Expectations for Synchronous Content](#)

See the “[Attendance](#)” section of this guide for attendance expectations during synchronous content. EXITO understands that Scholar may need to miss days of the SRA due to time commitments that can’t be rescheduled. Additionally, due to the nature of virtual events Scholars may need to miss individual sessions due to household commitments or for other reasons.

- If a Scholar needs to miss a day or session it is expected that they will watch the video from that session/day. The video will be uploaded to the SRA Website a couple of hours after the end of synchronous content for that day.
- If there are any deliverables (a product of a session; ex: completing a handout) for synchronous sessions, it is expected that the Scholar completes that deliverable and submit if applicable. EXITO Staff, the Website, and the Agenda will clearly state if there are any deliverables.
- Since the content for the SRA is tied together, EXITO encourages Scholars to complete the make up work for the missed synchronous session the day it occurred (ex: completing the make up for a session missed on 6/19 during the evening on 6/19). However, we understand that Scholars may not be able to do this, see the next bullet point for more information.
- Completing the synchronous content/deliverables later than **7/12** may result in delays to the SRA funding(see the “[Funding](#)” section of this guide for more information). However, Scholars will have until 7/31 to complete make up work and receive the funding.

[Expectations for Asynchronous Content](#)

Scholars will be expected to complete asynchronous content before the next day’s SRA synchronous programming. Since asynchronous content prepares Scholars for the next day’s SRA programming, it is imperative for engagement and understanding.

- There is asynchronous content that will need to be completed before the first day of the SRA (i.e. by **6/18 @ 3 p.m. PT**; for time zone conversions see [here](#))
- Asynchronous content should be completed before the next day’s session.

- Some asynchronous content will have deliverables that need to be completed and (if applicable) submitted; it is expected that Scholars complete these deliverables by the next day's synchronous content. One of these deliverables will be a daily reflection; more information provided Day #1 of SRA.
- If it is necessary, Scholars can complete the asynchronous content and deliverables after the next day's programming.
- Completing the asynchronous content/deliverables later than 7/12 may result in delays to the SRA funding (see the "Funding" [section](#) of this guide for more information). However, Scholars will have until 7/31 to complete make up work and receive the funding.

[Expectations for Group Elevator Pitch Meeting \(6/22-7/8\):](#)

Scholars are required to sign up and complete [this group meeting](#).

[Here](#) is the link to sign up for the meeting but please note, the link won't go live until 6/20

Funding Information

All Scholars have the opportunity to receive \$300 for participating in the EXITO Summer Research Academy. EXITO's ability to disburse the \$300 relies on Scholars' participation in all types of SRA content. If you have any questions or concerns please email Cassandra Ramirez, EXITO Operations Coordinator (ramirez3@pdx.edu).

[Participation Requirements](#)

As long as Scholars meet [expectations](#) around the synchronous and asynchronous content (including the Elevator Pitch Group Meeting) they will receive the EXITO funding (\$300).

More information will be provided on **Day #1**.

Form of Funding

The SRA funding will be disbursed as a one-time payment direct deposited or as a mailed check.

Process of Distribution

For EXITO to process the SRA funding, Scholars must complete a W9 form and a stipend form. There is also an instructional video [here](#) (new video! Now with sound!).

The W9 must be completed by **Wednesday 6/17 @ 12 p.m. PT**; for time zone conversions click [here](#).

1. Complete the [W9](#). For instructions on completing the W9, please click [here](#). Save the completed W9 as a Word, PDF, or image file. If you need to sign electronically, [here](#) are some good tips.
2. Click [here](#) to get to the W8/W9 Portal. You will need to enter your email address, the Captcha, and then click “Submit Data.”
3. You will receive an automated email, then click on the link provided in the email and follow instructions in the portal. You must do this **within 2 hours** or the link will expire.
 - a. You will need to enter your Name & Phone Number
 - b. Under “Purpose of the upload” enter “Uploading W-9 for vendor setup”
 - i. If you are a PSU student please add “PSU Student ID is #XXXXXXXXXX”
 - c. Upload the completed W9.
 - d. Enter the Captcha and then hit “Submit Data”

The stipend form must be signed by the end of day on **6/17 PT**; for time zone conversions click [here](#).

1. If you completed the W9 by the deadline, you will receive a DocuSign version of the stipend form. You will receive your stipend form via an email from dse_NA3@docusign.net
2. Open the email
3. Click “Review Document”
4. Once the document opens, it will ask you to “Please review the documents below.” Please hit continue
5. Review the information from the last slide
6. When you are ready to sign, click the sign icon
7. Hit Finish
8. You can log in to save the form.

Date of Disbursement

The week of **7/13 PT**, if Scholars completed all makeup work (if applicable) by **7/12 PT**; for time zone conversions click [here](#).

If there is additional makeup work that needs to be completed, it must be completed by **7/31 PT**; for time zone conversions click [here](#). Once the makeup work is completed then you should receive the stipend within a week. More information provided at a later date.

New Information on Funding Forms and Deadline UPDATED 6/17

W-9: If you have not done so already, please submit your W-9 by Sunday 6/22 PDT. For instructions click [here](#). Cassandra Ramirez, will be reaching out to today to any Scholars who have not submitted their W-9.

Stipend Form: The creation of the stipend form is a manual process that is taking longer than anticipated. You should get the form Monday (6/22 or for NMC/UoG Tuesday 6/23) if you submitted your W-9 by Sunday. Since the process is taking longer than anticipated, **the deadline for the stipend form submission has been extended to 6/25 (or 6/26 for NMC/UoG)**. If you submit the stipend form by that deadline, there should be no delay to your payment (disbursement scheduled for the week of 7/13; see the [Expectations](#) section of the Scholars' Guide to SRA for more information on requirements for on time disbursement).

This was A LOT of information but it is very important to the Summer Research Academy. Please review the [Key Points](#) section of this guide to see what information you NEED to have before the event starts.