

Rebel Research Scholars Timeline

6-9 months prior to start of program:

- Meet with PreCollege Programs to discuss the logistics for your program. Things to consider:
 - Will the program be residential or commuter?
 - What will participants do on an average day?
 - What types of expense are covered? Will participants need to cover any of their own expenses (i.e. parking, meals)?
 - What age range is suitable for this program?
 - Will you offer college credits for participation or a stipend?
- Share your program description, faculty bio, and faculty picture with the Office of PreCollege Programs to be posted on their website.
- Strongly recommended: submit your Experiential Learning Program Request Form to the [Student Experiential Program Review Board](#).
- Establish your planned review process for selecting candidates. Consider the following:
 - Who will be eligible?
 - What evidence will you need of their commitment and qualification?
 - Who should be involved in the review?
 - What is your preferred timeline for recruiting and selecting your candidates?
 - What, if any, essay or short answer questions would you like the application to include?

4 months prior to start of program:

- Share account numbers you would like charged for the following:
 - Housing
 - Meals
 - Background checks for adults in your lab and those supervising them residentially
 - Vans rented from Outreach for transporting students
 - Any other incidental expenses such as supplies or travel that you expect PreCollege to pay for on behalf of the program
 - Stipends for residential staff supervising your participants
 - Please let us know where to route the e-forms for these staff. Most likely, this will be your department chair who approves the e-forms unless you have access to that system.

2 months prior to start of program:

- Share a **complete** list of your lab staff who will be supervising your candidates. Please include full legal names and email addresses.
 - Inform these staff that they are responsible for completing *both* a background check and a supervision of minors training with the University, as required for supervising minors. **The student may not enter the lab until all supervising staff have completed both of these processes.**

- *PreCollege will confirm with Human Resources whether full-time staff have been background-checked in the past three years. If they have, we will not an additional check. We will inform you once all staff have completed both steps.
- Select your participants from the candidates whose materials are provided to you by PreCollege in a Box folder. Notify PreCollege of your choice.
- Send PreCollege any links or materials you would like shared with participants through our Blackboard site. This site may be used either prior to or after participant arrival, as you prefer.

2 weeks prior to start of program:

- Share first day/week instructions with PreCollege office so that we may offer guidance to participants as they get oriented to campus. Include:
 - First day start time.
 - First day location.
 - First day program contact.

1 month after program completion:

- Pay invoice sent to you from PreCollege. The invoice will include:
 - Expenses for evening/weekend activities your participant enjoyed.
 - Any expenses not covered previously through the accounts you provided.

A note: failure to pay your invoice in a timely manner may result in limitations placed on subsequent years' programs.