

# 2015 JPC Pre-Award Checklist

Brian Cullaty, Deirdre Davie, Julie Caruccio  
January 2015

# Overview

- What to do now
- What to do next
- JPC International Projects, additional requirements
- IRB Requirements for all JPC projects
- What to do from April to June
- Staying in touch with JPC
- Looking ahead to next fall

# To Do Now

- Tell all your team members, faculty advisor, graduate student mentor (if applicable), community partner, parents, grandparents, friends and neighbors about your award!



# Also To Do Now



- Write these dates in your calendar.
- **All** JPC team members are **REQUIRED to attend**
  - ✓ Saturday, Feb. 7<sup>th</sup>, 11 am-1 pm (Special Collections Library Auditorium)
    - JPC Orientation I
  - ✓ Friday, March 27, 2-5pm (location TBA)
    - JPC Orientation II
  - ✓ Friday, April 10<sup>th</sup>, 9-3pm (attend one session)  
(Minor Hall room 125) Presentations by 2014 JPC teams



# To Do Next

- ✓ Make sure all team members enroll in UVa direct deposit online at:

[http://www.virginia.edu/studentaccounts/direct\\_deposit.html](http://www.virginia.edu/studentaccounts/direct_deposit.html)

**! NOTE !** JPC will not be able to disburse funds to team members unless they are enrolled in direct deposit.

- Student Stipends will be disbursed the last week of May. More info on the JPC funding process coming soon.

# To Do For **International** JPC Projects

- ✓ Write Friday, February 27th from 2-5pm on your calendar.
- ✓ All members of **International JPC projects must attend** the ISO Travel Abroad Workshop on 2/27 from 2-5.
- ✓ Write April 1<sup>st</sup>, 2015 on your calendar.
  - Final Travel Abroad registration is due to ISO. Your team must complete final registration to receive JPC funding.



# To Do For **All JPC** Projects

- ✓ Watch for an email from the **Institutional Review Board (IRB)** and follow their instructions.
  - The UVa IRB is responsible for reviewing all university research engaged with human subjects and ensuring that UVa complies with federal regulations. The IRB's primary role is to protect the safety and welfare of human subjects.  
<http://www.virginia.edu/vpr/irb/index.html>
- ✓ NOTE: All JPC proposals have already been sent to IRB for preliminary assessment. Your group may be required to take online training and apply to the full IRB for review before you can begin your JPC project.



# A Little More on why IRB Matters

- ✓ The IRB ensures the ethical engagement of human subjects in university research.
- ✓ Your team must have followed through on the IRB review process in order to receive JPC funding.
- ✓ Without appropriate IRB review, your group will not be able to publish its research.
- ✓ This means your group will fail to meet the JPC program requirements and will not receive the JPC notation on your academic transcripts.





# From April to June for **All JPC** Projects

- ◆ Prepare Final Work Plan and submit to [brc7q@virginia.edu](mailto:brc7q@virginia.edu) by **May 1<sup>st</sup>**



- ◆ Work plans must be completed before team members can receive JPC stipends



JPC sends announcements throughout the year about upcoming workshops, deadlines, and other publishing opportunities

## Stay in touch with JPC

- ✓ Check email for messages from JPC
- ✓ Like the [JPC Facebook page](#)
- ✓ Visit the JPC website: <http://www.virginia.edu/jpc>



# Coming Up Next School Year

- August: JPC table at Student Activities Fair
- September/October: Research in Action event
- October: Help other students applying to JPC
- November: Midyear project reports due
- November: Preparing to Publish Workshop
- February 2016: Final Article due for Journal
- April 2016: JPC Presentation Competition
- April 2016: Final Reports on JPC experience

<http://www.virginia.edu/jpc>