

**Beta Beta Beta (TriBeta)
National Biological Honor Society**

**TriBeta Student – Faculty
Information Guide**

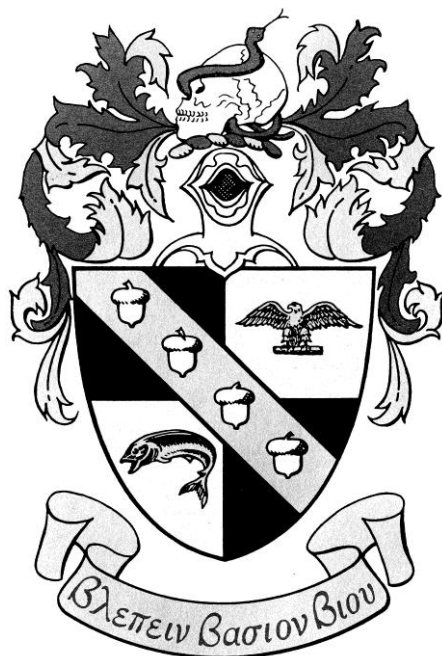


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National Biological Society**

**Tri Beta Student-Faculty
Information Guide**

prepared by

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This student-faculty information guide was developed to answer frequently asked questions by students and faculty regarding opportunities in Beta Beta Beta (Tri Beta) Biological Society.

The guide is an attempt to keep an “up to date” perspective on the spirit and intent of policies and procedural operations of Tri Beta Biological Society.

**TRI BETA
UNDERGRADUATE RESEARCH
SCHOLARSHIPS
(tri-beta.org/research.html)**

Each Fall, undergraduate Tri Beta members have the opportunity to apply for the **Tri Beta Undergraduate Research Scholarships**. Tri Beta members seeking undergraduate research support are encouraged to submit an application which may be obtained from their faculty advisor or on line, <www.tri-beta.org/Researchform.html>. These “**research scholarships**” are actually “**mini-grants**” designed to support quality, undergraduate research proposals. They are intended to serve as “**seed monies**” to help undergraduates initiate and develop a research project. It is the intention of these “**undergraduate research scholarships**” to support undergraduate life science research and provide students experience in how to prepare a formal request for monetary support.

Students are encouraged to submit the completed research application form <www.tri-beta.org/Researchform.html> by late September for scholarship consideration. The scholarship application must provide an appropriate rationale on how the funds requested will be used and the stated intentions for the completion of the research project. Prior to submission it is helpful to have the undergraduate research scholarship applications reviewed and evaluated by the sponsoring faculty mentor or research advisor.

Completed applications will be reviewed by university research faculty and/or officers of Tri Beta. The applications will be evaluated on the basis of scientific merit, logistics of the proposal and intended application of the requested funds. After the final review, modifications of experimental design or application of funds may be recommended.

Students should be aware that partial budget approvals are more the rule than the exception, particularly for larger proposals. The four major areas below are addressed for each research proposal.

One, pertains to the research design of the proposed project and the feasibility of the research being completed in the designated time frame. In other words does the experimental design indicate a potential for success with the means at hand?

Two, are the expenditures appropriate for the research plan or is there a lack of rationale supporting the proposed expenditures? In other words, does there appear to be unnecessary “padding” of expense requests?

Three, pertains to the number of available dollars allocated to each Region. The allocation of funds to each Region is dependent upon the number of grants submitted by students from that Region and the total funds available for that year. The foundation funds available ranges from \$25,000 to \$30,000 at this time.

NOTE: Partial funding may occur, not because of any weakness in the proposal, but simply due to the number of available dollars in that region. **The average grant funded is about \$500.** One grant may receive \$250 and another grant may receive \$750.

Grant applications should not be too small or too large to receive maximum consideration. The grant application should be an accurate reflection of what is truly needed to accomplish the stated research objectives within the guidelines of average grant funding.

Four, pertains to travel related expenses. If travel is necessary to a research site it must be a reasonable distance from the students university and may be reimbursed as (a) direct costs (submit gasoline purchase receipts) or (b) mileage not exceed the published IRS travel allowance available from the National Office.

NOTE: In some Districts/Regions Students are encouraged to request funds in their scholarship application for travel to their district or regional Tri Beta convention. In other Districts/Regions students are encouraged to seek funding from sources other than Tri Beta, such as their own University, and are not reimbursed for convention travel. *The student may learn of their regions policy regarding grant funded travel by contacting their regional vice president.*

STUDENTS WILL NOT RECEIVE, NOR SHOULD THEY REQUEST, FUNDING FOR TRAVEL OR LODGING TO MEETINGS OR CONVENTIONS OTHER THAN TRI BETA CONVENTIONS.

**Chapter, Student and Faculty Guidelines
for Tri Beta
Undergraduate Research Scholarship Applications**

1. One faculty mentor should not try to sponsor more than 3 student research proposals in any one year.
2. Individual chapters may not exceed 6 research scholarship applications each year.
3. Faculty mentors and students should attempt to combine applications when proposed projects overlap in methods and materials requested. In other words similar abstracts and literature reviews with similar projected outcomes on separate applications are not recommended.
4. Compliance with acceptable protocols and precautions regarding lab safety, proper animal care, and human subject's involvement, proper disposal of radioactive materials and toxic chemicals and IRB requirements should be addressed when pertinent to the research activities. Faculty monitoring and responsibility for these areas should be affirmed by the faculty mentor and should be consistent with the research policies of the institution.

TRI BETA DISTRICT / REGIONAL CONVENTION INFORMATION

1. Each Chapter that **hosts or co-hosts** a District/Regional convention receives a **\$400 convention host grant** from the National Office. This stipend is to be used for convention materials and/or activities. This grant may or may not be coordinated by the District Director(s) and/or the Regional Vice President. Each District/Region will determine how the grants are best utilized and unused funds should be returned to the National Office.
2. Official Tri Beta plaques (and certificates; 1st, 2nd & 3rd place winners) are prepared by the National Office and presented for the Brooks and Johnson award winners. The Tri Beta Plaques are considered the property of the sponsoring universities chapter. A replica of the Brook's or Johnson Award plaques, first place only, may be ordered by the student for a nominal fee.

Additional recognition and awards may be provided at the discretion of the District Director(s) and/or Regional Vice Presidents. (In some Districts/Regions, as well as the National Convention, "participation certificates" are given to each presenter.)

3. Each chapter that hosts a convention should provide appropriate response time and is responsible for distributing the call for research presentations, pre-registration, convention arrangements, lists of things students will need to bring and other information helpful to the student delegates.
The host chapter should also monitor convention activities and be responsible for clean up. Host chapters should have access to previous convention guidelines to provide assistance in hosting the convention.

**TRI BETA
BIENNIAL NATIONAL CONVENTION
INFORMATION**

**Travel Support for Student Delegates
To the Biennial National Convention**

1. **Chapter Travel Grants of \$200 per student delegate** are available from the National Office on a first come first serve basis. These chapter grants are available to help student members with their “Biennial National Convention” travel expenses.

Applications for these **Chapter Travel Grants** are made when the students register to attend the National Convention. Students making oral or poster presentations receive first priority. Students attending but not presenting are also eligible on a first come first serve basis. The **Chapter Travel Grant** check will be made out to the chapter for distribution. In the event the student does not attend the convention a substitute may be submitted or the funds returned to the National Office. (NOTE: Brooks or Johnson award winners are not eligible for the \$200 grant but have special travel grants described next.)

2. **“Student Award Travel Grants,”** from each District/ Regional Convention **are available for winners of the Brooks and Johnson awards to help cover travel expenses to the Biennial National Convention.** These **Student Award Travel Grants, for up to \$750,** are available the year of the National Convention and winners from the previous non-convention year.

If the first place award winners are unable to attend the National Convention then the second place winner becomes eligible to receive the **Student Award Travel Grant.** If the first and second place winners are unable to attend the third place winner is eligible. The district director and/or regional vice president should maintain the appropriate documentation and contact records to determine who will be eligible to receive this travel award from their district/regional conventions. (See details under the Brooks and Johnson Awards.)

It should be noted that the “Student Travel Award Grant” is not a \$750 cash award. It is the maximum amount allocated to cover only legitimate and documented student travel expenses. The goal and purpose of the **Student Award Travel Grant** is to provide a fair travel allowance and to reduce out of pocket expenses for the student award winners.

In the event the paper or poster is co-authored only one travel award is allowed for each Brook’s or Johnson Award. The co-authors may share the \$750 or select one as the primary presenter. Travel and convention expenses will be reimbursed according to the Tri Beta reimbursement policy described in the travel regulation section. The student should submit the appropriate travel expense receipts to the National Secretary Treasurer for reimbursement. **Travel expenses will be advanced only with appropriate documentation for prepaid airfare and prepaid convention registration.**

STUDENT TRAVEL REGULATIONS

Biennial National Convention Registration

The convention registration is considered a **“package deal”** and attendance for 1 or 2 days of the convention will be possible only through pre-arrangement and prepaying with the National Secretary Treasurer. This option is typically limited to those students who live in the proximity of the convention site.

The Brooks or Johnson **Student Award Travel Grants** will provide for the full convention registration costs, including lodging, meals and basic convention activities. The Brooks and Johnson award winners **must submit a convention registration form** but will not be asked to submit any registration fees except for special expense field trips or other special expense activities. If they have prepaid their convention registration they will be reimbursed.

Special field trips or special activities that require additional expenses for admission or travel may not be included in the supported convention activities. When student members and non-members register for the convention they will have the option of selecting and pre-paying for special field trips or activities to reserve their place.

Reimbursement

The National Secretary Treasurer will block off time during the National Convention to provide travel reimbursement checks for documented travel expenses to the Brooks and Johnson award winners from the District and Regional conventions.

Air Travel

Airfare claims must be based on economy class with an attempt to procure the cheapest rates possible. Comparison shopping between airlines and providers may help save on this travel expense. Airline ticket receipts must be presented for reimbursement.

Private Vehicle Travel

When driving a “personal vehicle, within a reasonable distance,*” mileage may be paid by using point to point mileage charts. “Keep a log of the miles traveled to the convention site, as this may vary slightly from the point to point charts.” The amount paid per mile traveled is based on the current IRS allowance.

***Reasonable distance is described as; “the distance traveled, plus lodging if needed, and this should not be in excess of the expense incurred by economy class airfare, plus travel to and from the airport, taxis and vehicle parking.”**

Meals not covered in the Registration Package

Meal expense is allowable during student travel and when meals are not covered by the registration meal package. When eating meals not at the convention site it is suggested that meal plans follow a suggested **per Diem of no more than \$25.00 per day**. Meal receipts should be kept and presented to the National Secretary Treasurer as a part of your total reimbursement package for travel.

Taxis, Shuttles, etc.

Ground travel from the airport to the convention site will be reimbursed. Provide documentation when possible.

Guest Registration (non Tri Beta members) for National Conventions

Registration costs for students, friends or family members, that are not members of Tri Beta, will be determined by the National Secretary-Treasurer in collaboration with the "convention director".

Student Host Registration

If a host chapter(s) utilizes faculty and/or students for help with convention activities it is anticipated that **Tri Beta pay all direct costs** for these **monitored** workers. This would include meals and other convention activities. This registration may not include “special field trips” which require additional expenses, such as bus rental and/or admission fees. If host chapter students are not workers they may register for a nominal on site fee to be pre-determined by the host advisor and the National Secretary Treasurer. **All host chapter workers and host student delegates should be registered through the National Office with the workers responsibilities defined.**

STUDENT AWARDS

BROOKS AWARD AND JOHNSON AWARD

The **Brook’s Awards (oral presentations)** and the **Johnson Awards (poster presentations)** are designed to recognize undergraduate research presentations at District, Regional and Biennial National Conventions. **“Participation certificates”** will

be presented to all students making undergraduate scientific presentations at the Biennial National Convention.

NOTE: Graduate sessions may be added at the discretion of the District Directors or Regional Vice Presidents at the District/Regional conventions. However, graduate students are not eligible for the Brooks or Johnson Awards nor are graduate presentations accepted for the Biennial National Convention.

Undergraduate students who have graduated prior to the Biennial National Convention are still eligible to present their undergraduate research and compete for the Brooks or Johnson Awards.

1. CONFIRMATION OF TRI BETA MEMBERSHIP FOR BROOKS AND JOHNSON AWARDS

Students that present undergraduate research papers (Brook's Award) or undergraduate research posters (Johnson Award) at District, Regional or National Conventions must be regular or associate members of Tri Beta to be eligible for these awards. **Students must provide documented proof and/or verification of their Tri Beta membership on or with the Author Data Sheets.** The student's assigned membership number, with a photocopy of their membership certificate or membership card, should be placed with or copied onto the back of the submitted Author Data Sheet. (The South Central Region also uses a photocopy of the receipt the chapter receives after registering new members.)

It will be the responsibility of each faculty advisor to help their students confirm their Tri Beta membership on the Author Data Sheets to be eligible for the Brooks and Johnson Awards. To confirm Tri Beta membership the Author Data Sheets will be evaluated by the National Secretary Treasurer for the Biennial National Conventions, and the District Director and/or Regional Vice Presidents for the District/Regional Conventions. **The confirmation of Tri Beta membership must be made prior to the presentation.** Confirmation of membership is preferred before being placed in the program, but in some districts this may not always be possible.

Students that are not members of Tri Beta or students that are presenting out of their District or Region may present their research at the discretion of the convention organizing committee but will not be eligible for awards. The student and the judges will be advised that their presentation is not to be considered for Brooks or Johnson award consideration. However, this presentation would fulfill the requirement for students from other Districts who have been awarded a Tri Beta Undergraduate Research Scholarship.

2. GUIDELINES FOR THE BROOKS AND JOHNSON AWARDS:

BROOKS AWARDS: (ORAL PRESENTATION)

A. Time allotted

Biennial National Convention = 10-12 minutes with 3 minutes for questions. (15 minutes total for each paper) Strict adherence to this time frame will allow movement between paper sessions. Each new presentation will start on the quarter hour. (It is recommended that there be no more than 12 papers per session.)

District and/or Regional Conventions = to be determined by the District and/or Regional planning committee. Recommended is 10-12 minutes, but may vary due to the number of papers.

B. Audiovisual format

Power point is the preferred format for undergraduate research presentations at District, Regional and National Conventions. Other formats may include; Slides (2x2) or overhead transparencies. Some formats, such as VCR, DVD, may not be available.

Power Point presentations must be downloaded prior to the scheduled presentations. Meeting organizers will be responsible for determining the time and place for downloading the presentations.

C. Brooks Awards (District/Regional Conventions)

First Place Award

The first place Brooks Award winners will receive an official Tri Beta recognition plaque from the National Office and a written invitation and contact information, to be provided by the student, to present their research at the next Biennial National Convention. The official Tri Beta Award Plaque is the property of the sponsoring Chapter, as indicated earlier.

Student Award Travel Grant

The first place Brooks Award recipient is eligible to apply for a Student Award Travel Grant to help support their travel to the Biennial National Convention. Using Tri Beta travel regulations regarding registration, airfare, mileage, lodging and meals a maximum of up to \$750 is available to the student with the appropriate receipts (documentation). (Student travel guidelines have been presented earlier and it is suggested that copies of this information be given with the presentation of the awards.)

NOTE: The first place winner will be invited to attend the next National Convention but must commit to attend the convention after receiving the award. If

they are not able to attend the National Convention the Travel grant will be offered to the Second place winner or if the Second place winner can not attend it will be offered to the Third place winner. Addresses and contact information must be provided in writing by each award winner to the District Director and/or the Regional Vice President. It is the student's responsibility to update contact information if it should change.

D. Judging Guidelines for the Brooks Award

These are the judging guidelines that were utilized at the Biennial National Convention.

Judging Instructions Frank G. Brooks Award

1. Judges should meet before the paper presentations to review the rules for the award, clarify judging criteria and resolve any eligibility problems. Review the information from the author data sheets and abstracts. Work performed as part of a research team or at a research laboratory should be examined carefully for eligibility. Judges may decline to make the award or to designate second or third place winners. AVOID TIES, especially for first place.
2. Judges should not sit together during a session nor discuss the reports before the session is completed and scores recorded.
3. Field and experimental reports are equally valid. Data (not anticipated results) should be presented. All reports should be directed toward answering some question or testing some hypotheses. Surveys of the literature may be presented but are not adequate for the award unless supported by investigative work.
4. Following individual scoring of all reports in a session, judges should meet as a group to determine a final score for each report and to designate award winners.
5. Papers should be scored on the basis of 100 points as follows:
 - a. Substantive content (35 points). Are there data? Is the methodology adequate? Were controls or normal baselines needed and used? Is there a conclusion? Is it warranted by the data? If descriptive, is the report sufficiently detailed?
 - b. Organization (25 points). Is the report placed in context? Are the methods clear? Are the data understandable? Are tables, graphs, etc. used if needed? Is the conclusion or summary clearly given?
 - c. Presentation (20 points). Can the speaker be heard and understood? Does he/she understand the material? Are visual aids adequate in size and

clarity? Does the speaker show an understanding of his/her topic to a larger area? Are the questions answered adequately?

d. Originality (10 points). Does the work show ingenuity on the part of the student or is it the continuation of research initiated by a graduate leader? Are the materials provided through a large laboratory or must the student collect them?

e. Judges' discretion (10 points). These points may be used for any factors not considered above. Any number may be awarded to recognize unusual quality or for any other factor which seems appropriate to the judge. For example, these points may be used to give preference to the work of individuals as compared to a group work.

JOHNSON AWARDS (POSTER PRESENTATION)

National, District and Regional Conventions:

A. SIZE of the POSTER

The information and material to be presented must fit on a 4 foot by 4 foot poster board.

B. Awards:

First Place Award

The first place Johnson Award winners will receive an official Tri Beta recognition plaque from the National Office and a written invitation and contact information, to be provided by the student, to present their research at the next Biennial National Convention. The official Tri Beta Award Plaque is the property of the sponsoring Chapter, as indicated earlier.

Student Award Travel Grant

Student Award Travel Grant

The first place Johnson Award recipient is eligible to apply for a Student Award Travel Grant to help support their travel to

the Biennial National Convention. Using Tri Beta travel regulations regarding registration, airfare, mileage, lodging and meals a maximum of up to \$750 is available to the student with the appropriate receipts (documentation). (Student travel guidelines have been presented earlier and it is suggested that copies of this information be given with the presentation of the awards.)

NOTE: The first place winner will be invited to attend the next National Convention but must commit to attend the convention after receiving the award. If they are not able to attend the National Convention the Travel grant will be offered to the Second place winner or if the Second place winner can not attend it will be offered to the Third place winner. Addresses and contact information must be provided in writing by each award winner to the District Director and/or the Regional Vice President. It is the student's responsibility to update contact information if it should change.

McCLUNG AWARD:

The McClung Award is presented to the best undergraduate paper published in BIOS by a Tri Beta member. To be eligible for consideration the student publication must be submitted to BIOS prior to the student's graduation. Also, the student(s) should be listed as the first author(s) and the faculty mentor, if involved, as the second author. This makes sole student authors **and** student authors supported by faculty mentors eligible for the McClung Award. The priority for the McClung selection is based on the following criteria:

- A. Defined objectives
- B. Well-stated hypotheses-abstract complete
- C. Data to support the conclusions.

A member of the executive committee will serve as the chair of the McClung Award selection committee. Among the finalists the following considerations will be used to determine the selected publication.

1. Papers that have undergraduate members who are sole authors would be given the greatest preference if the papers are among the top three according to quality.
2. Papers that have only undergraduate members as the senior and a single junior author would be given the second greatest preference if they are among the top three according to quality.
3. Papers that have undergraduate members as the senior author and several

undergraduate members as junior authors would be given the third highest priority if they are among the top three according to quality.

4. Papers that have undergraduate members as the senior author and graduate students as junior authors would be given the fourth greatest priority if they are among the top three according to quality.
5. Papers that have faculty as senior authors and undergraduate members as first junior authors would have preference over undergraduate members who are 2nd, 3rd, 4th, etc. junior authors with papers of equal quality.

**TRI BETA
BIENNIAL NATIONAL CONVENTION
SITE SELECTION**

The constitution states that the Biennial Convention site will be selected at the preceding Biennial National Convention. It has been suggested that convention sites rotate through the existing Tri Beta Regions whenever possible. It is also suggested that the Regional Vice Presidents solicit invitations for Biennial National Conventions sites from potential host chapters. The steps below are utilized in the convention site selection.

1. Formal invitations will be submitted by the potential host chapter(s) to the Executive Committee during the Executive Committee business meeting preceding the Biennial National Convention.
2. Consideration will be given to the activity of the chapter(s) and the level of interest expressed in hosting the national convention. Strong student and faculty leadership must be exhibited.
3. The location of the proposed convention site will consider accessibility, cost and ability to accommodate convention delegates and convention activities.
4. Prior invitations by a host chapter to the convention site will be considered.
5. The site recommended by the Executive Committee will be submitted to the Biennial National Convention delegates during the business meeting for formal approval.
6. The Executive Committee will plan to meet at the convention site during the off year for their annual business meeting, if feasible.

Listed below are some of the prior Biennial National Convention sites:

Brief Biennial Convention Site History:

REGION	SITE
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1996	North East Region	Erie, PA
1998	Western Region	San Diego, CA
2000	Caribbean	Ponce, PR
2002	South Central Region	San Antonio, TX
2004	Western Region	Grand Junction, CO
2006	South East Region	Melbourne, FL
2008	South East Region	Northern Kentucky University (Cincinnati area)
2010	Western Region	Fort Lewis College Durango, CO

ACTS OF IMPROPRIETY

Investigations and actions regarding alleged acts of impropriety at convention sites will be conducted by the convention director in collaboration with the ranking Tri Beta officer, District Director and/or Vice President and the Chapter(s) Faculty Advisor(s). If such acts are detrimental to the credibility of Tri Beta, expulsion of the participants from the convention site may be considered and administered.

A Chapter(s) may be placed on behavioral probationary status for convention participation and the case may be brought before the National Executive committee who will provide a recommendation for action regarding the person(s) and/or the chapter(s).

Chapters may also remove regular members by a 3/4 vote of the entire voting membership, (Article IV, Sect. 14)

Falsifying author data sheets, plagiarism or other unethical actions will be reviewed by the National Executive Committee when allegations are presented. If unequivocal evidence exists for alleged improprieties, any awards or recognition given may be rescinded.

Student Complaints

Student complaints should be made in writing and given to the National Secretary Treasurer, the National President or any member of the National Executive Committee (Regional Vice Presidents). The student will remain anonymous while the complaints are investigated by a fact finding committee appointed by the National President. The committee will present its findings and make a recommendation to the National Executive Committee for resolution. It will be the responsibility of the National President to inform the student and faculty advisor of the committee's decision. Constitutional questions may be addressed to the National President.

Student Membership Questions

If students paid Tri Beta membership fees to a local chapter and the fees were never sent to the national office the student(s) are not officially members of Tri Beta and are not eligible to compete for any Tri Beta awards. This is an act of negligence on the part of the Faculty Advisor, who as an Advisor is ultimately responsible for the handling of all student fees received under the guise of Tri Beta.

Students will know they have been officially recognized as regular or associate members of Tri Beta when they receive their certificate from the National Office, along with Tri Beta decals of the shield and key, and a small gift. If you have not received these items then check with your advisor and the Tri Beta National Office.

Tri Beta membership recognizes academic accomplishments and interest in Biology/Life Sciences and it is important to the Tri Beta leadership to see that qualified students, faculty and honored professionals be appropriately recognized and entered in the archives as lifetime members.

INACTIVE CHAPTER POLICY; Draft Proposal: Feb. 2008

When some faculty sponsors move on or retire they do not make plans for the perpetuation of the TriBeta chapter and it becomes inactive. When students no longer have any interest in maintaining chapter activities the chapter becomes inactive. It is the responsibility of the District Directors and Vice Presidents to contact these chapters and help them become reactivated. If that is not possible and the chapter does not respond to attempted contacts then the chapter will be placed on the **“inactive chapter” list** and the charter recalled by the National Office according to the procedure below.

The Executive Committee recommends the following proposal regarding delinquent chapters. An “active chapter” of TriBeta is considered a chapter that initiates new members at least once every year. An “inactive Chapter” is a chapter that goes 3 years or longer with no new members being initiated. This policy is designed to address chapters with inconsistent or nonexistent initiation requests.

After 3 years with no new initiated members, the chapter, regional vice president and district director will be notified of the chapter’s inactive status. The regional vice president and district director will make arrangements to visit or notify the inactive chapter of their inactive status. If there is no response, or move to initiate new members, from that chapter after 5 years the “Chapter’s Charter” will be recalled and the chapter disbanded. To reactivate a disbanded chapter after charter recall, this chapter they must go through the “New Chapter” application process.

Appeal: If the inactive chapter wishes to appeal the motion of the Executive Committee to withdraw the charter they must prepare a formal request and submit to the National Office along with a request for new members. This must be received by the Executive Committee prior to the vote for charter recall.

Inactive Chapter Request: If a chapter is having difficulty for any designated reason, lack of a faculty advisor, lack of student leadership or disinterested students a request for “inactive Status: may be granted to that chapter for a period no longer than 3 years after the written request. If no new members have been initiated in that time frame the charter will be recalled and the chapter disbanded.