

Labspot @ UCSF Quickstart Guide

[FACULTY CLICK HERE](#)

[STUDENTS CLICK HERE](#)

PURPOSE:

Welcome to your one-stop-shop for mentored student scholarship at UCSF!

Labspot lists available projects and mentors for UCSF students and residents. Like a job board, Labspot consolidates opportunities for scholarship into a single place, minimizing the time it takes for learners and faculty to connect. Unlike a job board, however, Labspot is not open to the public. Currently, the tool accepts UCSF faculty and students only, with staff researcher access available upon [request](#).

In addition to connecting mentors and mentees, Labspot also creates customized project timelines for each student and reminds them of each important milestone. Learners begin by selecting their program, such as “Summer Explore 2020” or “Yearlong Research 2021,” then they simply search for opportunities, and select the mentor of their project. Once the two are matched in Labspot, all deadlines including funding applications, prizes and final products are mapped within the “My Programs” section of Labspot for **both mentor and student!** Automatic reminders are sent by email for incomplete steps and all uploads are stored, reviewed, and tracked within the system for easy access and retrieval.

FEATURES:

Labspot is optimized for scholarship and research at UCSF, and has the following unique benefits:

1. Access is granted using your existing UCSF MyAccess Credentials – no new password is required.
2. Faculty Profile information is automatically loaded into your Labspot account from the [UCSF Profiles database](#) developed and managed by the Clinical and Translational Science Institute.
3. Labspot will use the information in your UCSF Profile, including publications, to make searching for opportunities simple.
4. Past student projects are included as well so that students can search by topic or limit their search to faculty who listed an opportunity for students.
5. Project tracking with automatic deadline reminders.
6. Simplified submission process for all required element of Inquiry research.

FACULTY INSTRUCTIONS:

1. Go to: <https://ucsf.Labspot.io/>.
2. Select “I am a mentor at UCSF”.
3. First, login to UCSF MyAccess using your MyAccess Username and Password.
4. Note your uploaded Profile Information – you will be listed as a “Professional Researcher”.
5. Click the “YOUR NAME’S” RESEARCH button on the top right to open your Research Profile, populated from UCSF Profiles.
6. The Opportunity Postings tab will take you to a page where you can list an opportunity.
7. Add details of the available opportunity. Three to five sentences is usually enough. Remember that students would like to know something about their own objectives in the work you propose so be specific about what the student will do.
8. Click SUBMIT.
9. Repeat as needed for additional project ideas.

[Click here for an example Labspot opportunity](#)

[Click here for an example Labspot timeline for a single mentee](#)

Special Notes:

- Your projects will automatically expire after 12 months, unless renewed. We will remind you when it’s time to refresh your posting.
- Your listings can be revised at any time.
- Interested students will email you directly *and then* if it’s a match they will apply for a match via Labspot.
- Read the emails from Labspot – they will include important action requests for your mentees.

STUDENT INSTRUCTIONS:

1. Go to: <https://ucsf.Labspot.io/>.
2. Select “I am a student at UCSF”.
3. If necessary, login to UCSF MyAccess using your MyAccess Username and Password.
4. Update your profile information.
5. You can look for opportunities three ways:
 - a. You can browse all the Opportunities listed by faculty.
 - b. You can search the entire faculty database in UCSF Profiles.
 - c. You can browse the Recommended Research Labspot has flagged for you, based on the interests you entered in your profile.
6. You can add interesting possibilities to your Favorites list.

7. We strongly recommend that you read up on the faculty and projects first and narrow your list of opportunities to your top three before you begin making appointments to discuss with faculty members.
8. To contact faculty members to talk about a project, email them directly using the “Contact” button.
9. Once you find a great mentor, go to the My Programs tab , select “Confirm Your Mentor,” search for your chosen mentor, and select “Confirm as Mentor”.
10. Get your personalized timeline by joining the research program that fits your course of study!
11. Keep an eye out for email reminders from Labspot about important deadlines along the way!

HELP & TROUBLESHOOTING:

Labspot is supported by the iROCKET Team. For technical assistance, email irocket@ucsf.edu or [call 415-502-2800](tel:415-502-2800).

Do you have questions about the Inquiry Curriculum, Deep Explore, or Funding? Email us anytime at inquiry@ucsf.edu.

FEEDBACK:

Labspot is a new tool we have co-developed with an outside vendor. As our most important “customers” we always use your feedback! [Click here to share your thoughts.](#)