NOTE THAT MOST LABS REQUIRE SIGNIFICANT RESEARCH TRAINING. SPECIFIC TRAININGS WILL BE MANAGED BY THE RESEARCH PI. HOWEVER, PLEASE SEE THE RESEARCH TRAINING CHECKLIST FOR DETAILS ON TYPICAL TRAINING REQUIREMENTS WITHIN THE SCHOOL OF NEUROSCIENCE.

How to Complete the COS Research Form

THIS FORM MUST BE COMPLETED EACH SEMESTER THAT A STUDENT INTENDS TO EARN RESEARCH CREDIT. THIS FORM IS INTENDED FOR STUDENTS WHOSE PRIMARY MAJOR IS IN THE COLLEGE OF SCIENCE ONLY.*

*Students with primary majors outside of the College of Science should fill out a research form through their primary college, even if they are doing neuroscience research.

Virginia Tech – College of Science
Undergraduate Research/Independent Study Form
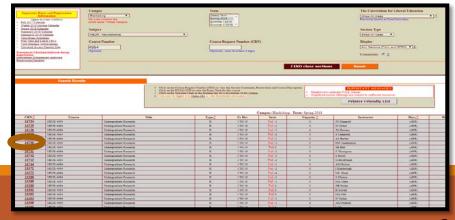(Variable Credit Courses numbering: 2974, 2994, 4974, 4994)

Use this form only if the student's primary major is in the College of Science. Form is to be completed by the STUDENT and the INSTRUCTOR/SUPERVISOR of the student. Type all information in the spaces below and secure the required signatures.

Course: ☐2974 ☐2994 ☐4974 ☐4994
Term: ☐Fall ☐Spring ☐Summer I ☐Summer II
SUBJ: CRN:
Number of Credits: Grade: ☐ A-F ☐P/F

Student's Name (print):   ID#:
VT email: Local Phone #:
Primary Major: Overall GPA: In-Major GPA:
Previous UR/IS Credits: Planned Credits this term (including this course):

Title of Project:

Brief description of project (limit 800 characters including spaces):

Method of graded evaluation (check all that apply)
☐ Student will give a presentation, talk, or poster at a formal research meeting and/or conference
☐ Student will write a paper on the project that is submitted to the instructor
☐ Student will contribute to a manuscript for publication
☐ Other (please explain)

Required Signatures

Student: _____
Date: [_____]

Instructor: _____   Print: _____
Date: [_____]

Advisor: _____   Print: _____
Date: [_____]

Dept Head of Inst: _____   Print: _____
Date: [_____]

Assoc Dean (COS): _____   Print: Dr. Robin Panneton _____
Date: [_____]

Access the fillable form under "Undergraduate Research/Independent Study Form" here: https://www.science.vt.edu/academics0/forms-students.html   2

The form must **be FULLY TYPED.** With the exception of signatures, no handwriting is permissible (including edits).

Course: ☐2974   ☐2994   ☐4974   ☐4994
Term: ☐Fall   ☐Spring   ☐Summer I   ☐Summer II
SUBJ: CRN:

1. **Course →**
    1. 2974: Use for TAing or lower-level independent study
    2. 2994: Use if a student is doing research and this is their first or second semester in your lab
    3. 4974: Rarely used. Use only if a student is doing upper-level independent study (not for TAing)
    4. 4994: Use if a student is doing research and this is their third or later semester in your lab. NEUR 4994 students will be expected to create a more formal poster presentation and present at the Neuroscience Research Exhibition at the end of the semester.

2. **Term →** check the applicable box for the term that the student will be enrolled in the research or independent study for credit

3. **SUBJ →** typically use "NEUR" unless you are not a neuroscience core faculty member and would prefer that students do research under your primary department

4. **CRN →** enter 5 digit CRN for research
    1. CRNs can be found on the timetable of classes: https://banweb.banner.vt.edu/ssb/prod/HZSKVTSC.P_DispRequest
    2. To find your CRN, select the appropriate term, subject, and course number within the timetable (linked above). Find your last name or the last name of the faculty member representing your lab group. Look to the far left of the table in the same row. The five digit number is the CRN.
    3. If you do not have a "NEUR" CRN, but should, please contact a neuroscience advisor.
    4. If you cannot find your CRN and should have a CRN for a different department, please contact that department.

Number of Credits: _____ Grade: ☐ A-F ☐ P/F

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1. Number of Credits →

1. For fall and spring semesters (~15 weeks):
   1. Assume an average of 3 hours of work per week per credit earned. Students only go above 3 credits of research in extenuating circumstances.
      1. Example: 3 credits = ~9 hours of work per week
2. For summer sessions (~5-6 weeks):
   1. Assume an average of 9 hours of work per week per credit earned.
      1. Example: 3 credits = ~27 hours of work per week

2. Grade →

1. A/F: Use if the student is doing NEUR2994 or NEUR4994 and will have a "gradable product" (i.e. one of the evaluation method boxes other than "other" or "student will contribute to a manuscript…" is checked)
   1. Gradable products include the following:

   ☐ Student will give a presentation, talk, or poster at a formal research meeting and/or conference
   ☐ Student will write a paper on the project that is submitted to the instructor

2. P/F: Use for 2974 or 4974. Use for research that will not have a gradable product. Non-gradable products include:
   1. Attendance/participation
   2. Lab notebooks
   3. A manuscript on its own (not turned into a formal presentation or paper)
   4. TAing for a class

Student's Name (print):   ID#:
VT email: Local Phone #:
Primary Major: Overall GPA: In-Major GPA:

1. **Student's Name, ID, Email, and Phone Number** → Input typed full
    name of student, email, and phone number. The student should
    assist with this section.

2. **Primary Major** → Insert full major title for primary major (e.g.
    "cognitive and behavioral neuroscience" or "CBNU," not simply
    "neuroscience" unless the student has not yet declared).

    1. If the student's primary major is *not* neuroscience, they should input that
        major

3. **Overall GPA** → This is the cumulative GPA that can be found on a
    student's transcript. Do *not* round up. GPA should always be
    truncated.

    1. First semester freshmen who do not yet have a GPA must wait to submit
        this form until they have a university GPA. Students in this situation
        should notify an academic advisor *prior* to the form's due date since
        forms will be due before semester grades are released.

4. **In-Major GPA** → This GPA is found on the students Degree Audit
    Report (DARs). Do *not* round up. GPA should always be truncated.

    1. To access, student should go to hokiespa.vt.edu, click "degree audit
        reporting system" and run either their declared program (if they are in a
        degree granting major) or "select a different program" (if they are not yet
        in a degree granting major).

Previous UR/IS Credits: Planned Credits this term (including this course):

Title of Project:

Brief description of project (limit 800 characters including spaces):

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1. **Previous UR/IS Credits** → insert total number of credits that the student has previously accumulated for any 4994, 4974, 2994, or 2974 coursework (both within and outside of neuroscience). This can be found on a student's transcript.

2. **Planned Credits this Term** → Insert total number of credits planned for the term that research will be occurring (including the research credits)
   1. Note that the college is *not* permitted to add a student to more than 19 credits without an overload approval. Students should *not* hold a seat in a course with an intent to drop it once the research is added.

3. **Title of Project** → This title is up to the discretion of the student and faculty member.
   1. Proofread because typos will result in a returned form.

4. **Brief Description of Project** →
   1. Insert a description no more than a few sentences (800 characters) briefly describing the project.
   2. Proofread because typos will result in a returned form.

Method of graded evaluation (check all that apply)

☐ Student will give a presentation, talk, or poster at a formal research meeting and/or conference
☐ Student will write a paper on the project that is submitted to the instructor
☐ Student will contribute to a manuscript for publication
☐ Other (please explain)

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1. **Method of graded evaluation** → Check any and all boxes that apply. The *only* acceptable forms of graded evaluation are one of the top two boxes.
   1. If only the fourth box is checked, grading scale must be marked as "pass/fail." "Other" may be checked alongside a gradable method of evaluation for a grading scale of A-F
   2. If a student is contributing to a manuscript, it is expected that they will also be giving a presentation or writing a formal paper in order for the A-F grade scale to be used.

Note that students participating in NEUR4994 research will be expected to create a formal poster presentation on their research. These presentations will be part of a Neuroscience Research Exhibition that will be held towards the end of each semester. As such, for all students doing NEUR4994 research, the top box should be checked

For NEUR2994 research, if the top box is checked, presentations may be less formal and can be presented to a smaller audience such as the student's research lab.

Required Signatures

Student: _____
Date: [_____]

Instructor: _____   Print: _____
Date: [_____]

Advisor: _____   Print: _____
Date: [_____]

Dept Head of Inst: _____   Print: _____
Date: [_____]

Assoc Dean (COS): _____   Print: Dr. Robin Panneton
Date: [_____]   _____

The department should return this form to the College of Science Dean's Office (4300 NEC) no later than 5:00 PM on the last day to add courses for the relevant term. However, completed forms will be processed prior to this deadline as they are submitted.

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1. **Required Signatures** → Signatures must be obtained in the listed order. Printed names must be included alongside signature.
   1. After both the student and faculty member have signed the form, the form should be brought to an advisor in the student's primary major to sign.
   2. If the student is doing research with a core neuroscience faculty member and the student's primary major is a neuroscience major, they may leave the form with the academic advisor for processing through the department and the college.
      1. If the instructor's department head is not Dr. Harald Sontheimer, the student must bring the form to the instructor's department head to sign
      2. If the student's primary major is not neuroscience, they should bring the form to their primary advisor for a signature.

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