



RESEARCH COURSE APPLICATION

Application Instructions: Students should complete the below form in collaboration with their faculty mentor. Once completed, students should submit the original, retain 1 copy for their records, and give 1 copy to their faculty mentor. Electronic submissions and signatures are acceptable.

Submission: Students should submit completed Research Course Application AND Research Eligibility form to Director of Experiential Learning & Outreach, Lauren Anglin- lauren.anglin@uga.edu or Driftmier 1160.

Application Deadline: 3rd day of drop/add for the semester when you intend to be enrolled in the course. Please consult the [UGA Academic Calendar](#) for calendar dates. Applications submitted after this date will also need to have a [completed late add form with required signatures](#) before being considered.

Full Name (Last, First, MI): _____ 81#: _____

UGA E-mail: _____ Year (1st, 2nd, 3rd, 4th, 4+): _____

Major(s): _____

READ BEFORE CONTINUING

Consult your faculty mentor & academic advisor to determine the prefix for your course (AENG, BCHE, etc). The course number must be one of the following: 4960R, 4970R, 4980R. Consult the [UGA Bulletin](#) for course availability, and to determine credit hours for the prefix and number you request.

Semester & Year (write year in space provided next to the corresponding semester—i.e. Spring 2020):

Fall _____ Spring _____ Summer Thru _____ Summer Extended _____

Course Prefix: _____ Course Number: _____ Credit Hours: _____

List all 4960R, 4970R, & 4980R courses you have previously completed or are currently enrolled in. Include the prefix (BIOE4960R, CVLE4960R, etc.):

Research Courses are graded A-F. **Type or sign your name below to indicate you are aware of this requirement.**

Student Signature: _____ Date: _____

University policy states that students attempting to enroll in 17 hours or more in a given semester must be cleared to do so by the Office of the Registrar.

Type or sign your name below to indicate you are aware of this requirement:

Student Signature: _____ Date: _____



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Please consult with your faculty mentor on the following:

Does your research involve human subjects? Yes No

Collaborative IRB Training Initiative Course, or CITI, a web training on protection of human research subjects, **is required** for all students working with human subjects. **You must submit your completion report with every application you submit.** Visit <https://research.uga.edu/hrpp/citi-training/> for information. You need an approved IRB application for any research with human subjects. Please discuss the process with your mentor to fulfill this requirement before you start.

Type or sign your name below to indicate you are aware of this requirement:

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Does your research involve domestic or international travel? Yes No

Students traveling as a function of work done with the university need to contact the Office of Global Engagement and complete pre-departure steps through their office.

Type or sign your name below to indicate you are aware of this requirement:

Student Signature: _____ Date: _____

THE FOLLOWING SECTIONS COMPILE THE COURSE SYLLABUS

Every application must include a typed syllabus, signed at the bottom in ink. Handwritten forms will not be processed. Responses must fit in the space provided. Do not use or include "to be determined" or any unclear statements.

1. Description of the research:

2. Description of this student's role in the research:



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3. Calculate the total number of hours devoted to research each week. Research courses require 3 hours of work for every credit hour earned. This total reflects all work done for the course (i.e. in-lab, readings, meetings, and other assignments).

3 hours X _____ (credit hours for course) = _____ hours/week

Include a breakdown of how these hours will be met:

4. List how frequently and when the student and research mentor will meet (i.e. 2x Weekly, on Mondays from 1 PM to 2:15 PM and Thursdays from 3:30 PM to 4:00 PM):

5. List assignments, due dates, and percentage of overall grade. Include any literature to be reviewed. This list must contain at least one assignment that conforms to WIP guidelines: http://www.wip.uga.edu/policies_guidelines.htm.

Access to research courses is granted after a student’s application is approved by the College of Engineering. Submit your application to lauren.anglin@uga.edu or 1160 Driftmier.

_____		_____	_____
Student (print)		Signature (required)	Date
_____		_____	_____
Faculty Mentor (print)	Dept.	Signature (required)	Date
_____		_____	_____
School Chair (print)	School	Signature (required)	Date

School Chairs

School of Chemical, Materials & Biomedical Engineering- Dr. James Warnock, james.warnock@uga.edu

School of Electrical & Computer Engineering- Dr. Fred Beyette, fred.beyette@uga.edu

School of Environmental, Civil, Agricultural & Mechanical Engineering- Dr. Bjorn Birgisson, bjorn.birgisson@uga.edu