

**UNIVERSITY OF FLORIDA DEPARTMENT OF SPM  
UNDERGRADUATE RESEARCH APPLICATION**

**Note:** All undergraduate students pursuing research with a faculty member at the University of Florida are required to enroll in 0-3 credit hours of SPM Undergraduate Research (LEI 4912) under the section number of the student's degree program.

Once this application is completed, the student should present it to her/his academic advisor prior to enrolling in LEI 4912.

**Student Information (to be completed by the student applicant)**

Date: \_\_\_\_\_

Name (last, first, middle initial):		UFID Number:
Local Street Address:		
City, State, Zip Code		Phone Number:
Major:	Current Class/College:	Expected Graduation Date:
Gatorlink E-mail Address:		

I understand that by registering for this course at zero (0) credits I may be assessed a tuition fee for 1 credit if I am not registered for any additional coursework during the requested term. Please see an academic advisor if you have any questions or concerns.

**BRIEF DESCRIPTION OF RESEARCH PROJECT:**

Department of SPM Undergraduate Research

I have prepared the research description above in consultation with my research advisor. I have read the responsibilities of the student included on this application, and agree to undertake these responsibilities.

**Student's Signature:** \_\_\_\_\_

**Faculty Advisor Information (to be completed by Faculty Advisor):**

Name:	College and Department:
E-Mail Address:	Campus P.O. Box:

**Graduate Student/Post-Doctoral Mentor (if applicable):**

Name:	College and Department:
E-Mail Address:	Campus P.O. Box:

Will the student's project involve export-controlled research?  Yes  No

Will the student's research involve with an infectious agent or clinical samples?  Yes  No

Will the student's research involve methods or procedures requiring specific safety training?  Yes  No

If yes, describe specific training that the student will receive prior to performing these activities.

What are your expectations for the student's attendance in this project (e.g., estimated hours/week in your laboratory, in seminars, group meetings, etc.)?

I approve of the research description submitted by the student applicant. I have read the responsibilities of the research advisor (see next page) and agree to undertake these responsibilities. **Faculty Advisor's**

**Signature:** \_\_\_\_\_

### **RESPONSIBILITIES OF THE STUDENT**

1. Work actively doing research and participating in other related activities for a minimum of 3 hours each week for every credit hour enrolled in the course.
2. Keep clear accurate records of your work.
3. Conduct research in a responsible and ethical manner. Follow the UF Honor Code at all times.
4. Follow all safety protocols and ask questions about safety protocols before performing any procedure about which you are unsure.
5. Ask for assistance when you need it.
6. Keep your faculty research advisor / mentor informed of your results.
7. If required, learn to work on a team while also pursuing independent research on your project.
8. Write and submit a research report following the guidelines and expectations of your faculty advisor and/or mentor.
9. Present your research findings in an oral presentation.
10. Strive to go beyond the minimum expectations of preparing a literature review and project plan, performing the research, and writing a final report, as appropriate and specified by your advisor. Seek opportunities for sharing your work with the scientific community through conference presentations, or writing and submitting papers for publication in refereed journals.

### **RESPONSIBILITIES OF THE FACULTY ADVISOR AND STUDENT MENTOR**

1. Provide support and supervision of the student (either directly or by referring her/him to someone else, e.g., graduate student or postdoctoral mentor).
2. Meet regularly with the student to review her/his progress and to provide guidance in moving forward in her/his project.
3. Arrange for all safety training that is appropriate for the student to ensure her/his safety in your laboratory.
4. Help the student understand the broader context in which her/his research project fits and understand the basis for methods and procedures used.
5. Provide a mid-semester evaluation of the student's performance, accompanied by recommendations for improving performance for the remainder of the semester.
6. Provide feedback and establish deadlines on the student's
  - literature review
  - project plan
  - final report

Department of SPM Undergraduate Research

7. Assign the student's final grade.
8. Encourage the student to go beyond the minimum expectations of preparing a literature review and project plan, performing the research, and writing a final report.