

## UNIVERSITY OF WASHINGTON

## DEPARTMENT OF BIOLOGY

**UNDERGRADUATE RESEARCH GUIDELINES**

The Biology Department faculty consider research to be a valuable component of the undergraduate curriculum. Students develop a greater appreciation for the scientific process by learning research methods, analyzing data, and reading scientific literature. Once you have coordinated with a **UW faculty member** on the details of your participation in undergraduate research, please follow these steps in order for your research to be considered for Biology degree credit (Maximum 10 credits):

1. With your faculty sponsor, determine the amount of hours per week you will work in the lab. **Three** hours per week is equal to **one** registered credit.
2. Register for the 499 course in your research department. If you are part of a Biology faculty lab, you will register for BIOL 499. If you are not in the Biology department, you must register for 499 credit within your faculty sponsor's department. Some departments may use a different course number for research.
3. Receiving Biology credit for undergraduate research is **not guaranteed**. Although you do not need to submit a petition prior to starting your research, you are welcome to discuss the likelihood that your research will count for Biology degree credit with an academic adviser.
4. Once you know the desired trajectory of the project and the specific work you will do in the lab, complete **Part I and II** of this form, attach a detailed project description, and submit it to the Biology Advising Office in HCK 318.
5. If approved, the 499 credit will be properly applied to your degree requirements. If you have not provided sufficient information on your project description, you may be asked to revise it.

**Write a 1-2 page project description in paragraph form, using complete sentences. Include the following:**

- a) The background of the project—may also include citations to key papers on the topic
- b) The specific research question that will be addressed
- c) The experimental approach that will be used in general
- d) A brief description of how the results will be analyzed. Describe which aspects **you** (the student) will be **performing independently**. If this project is a part of a larger project, please make that clear.

**The proposal will be reviewed based on the following criteria:**

1. Clarity and depth of the project description
2. Student's ability to place their research in a broader context
3. Demonstration of the student's competence with the concepts, methodologies, and questions in the field of study
4. Student's articulation of their responsibilities and how they relate to the overall research project

**\* For assistance in writing your proposal, utilize resources like your faculty sponsor/PI, and the Writing Center in Odegaard Undergraduate Library, Room 326\***

Adviser Initial \_\_\_\_\_  
Date Received \_\_\_\_\_

UNIVERSITY OF WASHINGTON

## DEPARTMENT OF BIOLOGY

# UNDERGRADUATE RESEARCH APPROVAL FORM FACULTY SPONSOR AGREEMENT AND PROJECT DESCRIPTION

ACADEMIC YEAR THIS WILL TAKE PLACE \_\_\_\_\_ - \_\_\_\_\_

**499 CREDITS OUTSIDE THE DEPARTMENT OF BIOLOGY CANNOT BE CHANGED TO BIOLOGY 499 BIOLOGY CREDIT/S.**  
THESE CREDITS CAN COUNT TOWARD ADVANCED ELECTIVES UNDER ANY OPTION IN BIOLOGY. LAB CREDIT WILL BE GIVEN WHEN 4 OR MORE CREDITS ARE ACCUMULATED ON THE SAME PROJECT.

### **PART I: To be completed by the student** (*The student is responsible for registering for the 499 course*)

Student Name \_\_\_\_\_ Student I.D. # \_\_\_\_\_

UW Email \_\_\_\_\_ Dept. 499 course is located \_\_\_\_\_ Dept. Honors – Yes \_\_\_ No \_\_\_

Total number of credits you plan to do on this project? \_\_\_\_\_ How many quarters? \_\_\_\_\_

SUM 20 \_\_\_ Credits \_\_\_ AUT 20 \_\_\_ Credits \_\_\_ WIN 20 \_\_\_ Credits \_\_\_ SPR 20 \_\_\_ Credits \_\_\_

Project Title: \_\_\_\_\_

### **PART II: To be completed by the faculty sponsor**

Faculty Sponsor \_\_\_\_\_ Department \_\_\_\_\_

UW Faculty Title \_\_\_\_\_

UW Email \_\_\_\_\_ Phone \_\_\_\_\_

*I agree to sponsor this undergraduate research project. I understand that the student is expected to spend approximately 3 hours per week for each registered credit and participate in a defined research project. I have met with the student to discuss the project design and goals and have read the student's project description, written **entirely** by the student, which is attached to this application.*

Faculty Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

### **PART III: To be completed by the Biology Department Faculty Coordinator**

Review by the Biology Department Faculty: Approve \_\_\_\_\_ Deny \_\_\_\_\_ Revise \_\_\_\_\_ **Elective Only** \_\_\_\_\_

Biology Department Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

\*It's preferable that you attach your project description to this form **before obtaining faculty sponsor's signature.**\*