



**Due 5pm on
the 3rd day of
the term**

Undergraduate Research/Independent Study Request

This form **MUST** be processed by the Academic Dean of student's primary major.

This form serves as registration for Undergraduate Research (UR) and Independent Study (IS) courses after all approvals are obtained. Eligibility for UR/IS is determined by each College & major; please consult your advisor on eligibility requirements before completing this form.

Student ID #:		@vt.edu email:	
Last Name:		First Name:	
Primary major:		Secondary major (if applicable):	
Overall GPA:	In-major GPA:	Total Hours passed:	
Planned # of hours this term (with this course):		# of previous UR/IS hours:	
Term of request (circle): Fall Spring Summer I Summer II Year: _____			

Course Information:

Dept. Offering Course:	Course # (2974, 2994, 4974 or 4994 only):
CRN (provided by department teaching course):	Title of Project*:
# of credit hours:	A-F or P/F:

*A brief description of the study - objective, materials and methods, justification and method of evaluation **must be attached**.

Signatures of Approval: (Obtain in order, ALL must be obtained before submitting to 212 Hancock)

Student: _____ Date: _____

Instructor: _____ Date: _____

Instructor's typed name and email address: _____

Instructor: please check **ONLY** one box for any UR request (leave blank for IS requests)

Conflict of Interest training is **required by every student participating in an externally funded UR**, the timing of which is determined by the nature of the research. Conflict of Interest training must be completed at least once every four years by the student, as dictated by continued participation in research. Explanation of requirement can be found at <http://www.research.vt.edu/announcements/conflict-interest-training-requirement>. Registration for training can be found at <https://www.citiprogram.org/> (and instructions for registration can be found at <https://www.eng.vt.edu/sites/default/files/pageattachments/vtinstructionscticoi.pdf>)

- € This is a PHS (Public Health Services project, specifically NIH, CDC & FDA; as such we understand the student must complete Conflict of Interest training *before* the student begins any work on the project (or training was previously completed (month/year): _____).
- € This is a non-PHS (Public Health Service) project; we understand the student must complete Conflict of Interest Training within the first 30 days of classes for the term in which the student is earning credit for this project (or training was previously completed (month/year): _____).
- € This is **NOT** an externally funded project, thus the COI training is not necessary for student.

Instructor's Department Head: _____ Date: _____

Student's advisor: _____ Date: _____

If this course is to be used towards an Honor's diploma, please obtain authorized signature from Honors:

_____ Date: _____

Academic Dean of Student: _____ Date: _____

(obtained by submitting form to 212 Hancock Hall)