**Guidelines for Students/Faculty Submitting Undergraduate Research Proposals for 4000-level (4x85) Biology Elective Credit (Amended 3/18/16):**

1. The Undergraduate Research proposal form is included on the Biology Department website. Students must submit this form (including the signature from their mentoring research advisor) along with their proposal. The proposal itself must use the proposal format (see below) for consideration.
2. Each proposal must be written by the student, with guidance from the mentor.
3. It is strongly encouraged that any student applying for 4x85 credit will have spent a previous semester (during which the proposal is written) doing research for 3x85 credit (or on a grant-funded or volunteer basis) in the same lab as the proposed 4x85 research.
4. Students must submit their proposals no later than the deadline date for credits in the given semester, although proposals may be submitted earlier. It should also be noted that submitted proposals may still be rejected or returned for revision. Students should be aware that submission doesn’t guarantee approval, and take this into consideration when turning in proposals. Resubmissions and registration will be due by the end of add/drop for the semester in which the research is to take place.

**Due dates/timeline for proposals:**

Summer research—Proposal due 2nd Monday in April

Fall research—Proposal due 2nd Monday in April, unless the student will be doing 3000- level research during the summer, in which case proposal due 3rd Friday in July

Spring research—Proposal due Friday following Thanksgiving break

After submission to the committee chair, the proposals will be sent to the committee for review. Within 2 weeks students and mentors will be notified by email of any modifications requested or a final decision. Resubmissions and reevaluations must be complete by the end of add/drop. Approved credit hours will be emailed to the CNSM program coordinator, Berdie Eubank, [beubank@uca.edu](mailto:beubank@uca.edu), for generation of a CRN# for registration. Students must still register for the course through DegreeWorks by the end of add/drop.

1. Time/effort requirements should also be clearly stated. The general rule is that 1 credit hour is equal to at least 3 hours/week of effort by the student.

Projects that will progress across more than one semester can be written into one proposal. There is no need to submit multiple proposals for the same project. The total expected number of credits for each semester should be included in the proposal. If approved, the Committee’s approval letter will indicate that these credits, once completed, will be considered as Biology elective credit.

1. The review process is meant to hold students to a high standard for both scientific process and scientific writing. In the committee’s voting process, a majority vote approves the proposal, even if a committee member has objections. The committee will provide feedback for revision and resubmission by the student.
2. It is against general policy to award more than 3 undergraduate research credits in a given semester. No more than 4 undergraduate research credits can be included towards a Biology major.
3. A student cannot be paid for research work at the same time they are receiving credit for that work, although a student CAN be paid for research work in a semester when they are NOT receiving credit for that work, even if they are continuing on the same project.
4. As the 4x85 credits may count as a laboratory course (with 2+ hours of 4x85 research credits), the primary aspect(s) of the proposed research should include laboratory or field-based work. Literature reviews alone will not be considered for 4x85 research credit, although they may be performed for 3x85 credit or upper division independent study credit, at the discretion of the advising faculty member.
5. As the 4x85 credits count toward a major in Biology, the proposed research must be relevant to biology, although the research may be performed with faculty members outside the Biology department.
6. As an outcome of the proposed research, projects must be presented at the CNSM poster session, a Biology departmental poster session, and/or at a statewide/national/international conference.
7. The committee reserves the right to examine each case individually and approve proposals that do not meet these requirements under EXCEPTIONAL circumstances.

**Proposal format**

Proposals should be 750-1000 words, not including citations.

Proposals should include the following:

* Title of Project
* Introduction, including a problem statement and objectives. The introduction should be supported by a review of relevant past and current literature, including at least 5 primary or secondary literature citations, fully referenced at the end of the proposal.
* Methods:
  + Methodologies you will use to accomplish your research project
  + Will other students, faculty, etc. work with you to accomplish the goals of this project? How much work will you do independently of others?
  + Proposed analysis, proposed timeframe
* Expected outcomes/significance