



UNDERGRADUATE RESEARCH PROJECT FOR CREDIT

Rensselaer Polytechnic Institute Office of the Registrar

110 8th St., Troy, NY 12180 * 518-276-6231 * Submit via Registrar website under [Registrar Request](#)

This form is due to the Registrar's Office no later than the end of the 2nd week of classes, the ADD deadline. Please make a copy for your records.

PART 1 (STUDENT INFORMATION)

Student Name *Last, First, MI*

Rensselaer ID Number:

Date:

Term/Year: *(check one and indicate the year)*

☐ Fall _____

☐ Spring _____

☐ Summer _____ Circle the session: 1 2 3

School Email Address:

Phone:

PART 2 URP (UNDERGRADUATE RESEARCH PROGRAM)

Subject Code (e.g.) COMM, MATH) : _____

Circle one:

2000 level (2941) 4000 level (4941)

Credit hours (1-4):

Transcript Course Title: Maximum of 30 characters including spaces and punctuation

PART 3 LAB SAFETY TRAINING (PLEASE ANSWER ALL QUESTIONS)

- 1) Conducting research in an experimental lab? Circle: YES NO
- 2) Completed lab safety training? Circle: YES Indicate most recent month/year training was completed _____
Circle: NO Indicate when training will be completed _____

PLEASE NOTE: lab safety training is required BEFORE you begin to work in an electrical, biological, chemical, or radiation laboratory.

Additional training requirements may be identified and required. Check with your instructor if you have questions.

PART 4 SCHOOL OF SCIENCE RESEARCH REGISTRATION

Check the appropriate course number and indicate credit hours

- ☐ BIOL 2900 Research in Biology _____ cr. hr.
- ☐ BCBP 2900 Research in BCBP _____ cr. hr.
- ☐ BIOL 2930 Out of the Classroom Experience in Biology _____ cr. hr.
- ☐ BCBP 2930 Out of the Classroom Experience in Biochem/Biophysics _____ cr. hr.
- ☐ BIOL 4900 Team Research _____ cr. hr.
- ☐ BIOL 4970 Non Thesis Research _____ cr. hr.
- ☐ BCBP 4970 Non Thesis Research _____ cr. hr.
- ☐ BIOL 4990 Senior Research Thesis _____ cr. hr.
- ☐ BCBP 4990 Senior Research Thesis _____ cr. hr.
- ☐ CHEM 2930 Out of the Classroom Experience _____ cr. hr.
- ☐ CHEM 2950 Undergraduate Research _____ cr. hr.
- ☐ CHEM 4970 Advanced Research (Chemistry junior or seniors only) _____ cr. hr.
- ☐ EARTH 4970 Out of the Classroom Experience _____ cr. hr.

Students admitted to the accelerated BS/PHD program in Science only.

Check if this registration is one of your required Research Rotations _____

Optional Transcript Title: Maximum of 30 characters including spaces and punctuation:

PART 5 (TO BE COMPLETED BY THE INSTRUCTOR): DESCRIPTION AND GOAL OF THE PROPOSED RESEARCH, INCLUDE INFORMATION ON THE SPECIFIC ROLE OF THE STUDENT

EXPECTATIONS, ASSIGNMENTS AND OUTCOMES: (WRITTEN REPORT OR ORAL PRESENTATION OF RESULTS?)
ADDITIONAL ASSIGNMENTS: INDICATE EXPECTED WEEKLY TIME COMMITMENTS

EVALUATION CRITERIA: ON WHAT SPECIFIC RESULTS AND/OR PRESENTATIONS WILL THE STUDENT BE GRADED? HOW IS THE GRADE DETERMINED?

(TO BE COMPLETED BY THE INSTRUCTOR)

Print Instructor's Name:

Instructor's Signature:

Date:

PART 6 (TO BE COMPLETED BY THE DEPARTMENT HEAD)

I have reviewed the completed URP/Research proposal and approve.

Print Department Head or Designee's Name:

Department Head or Designee's Signature:

Date:

PART 7 (TO BE COMPLETED BY THE ADVISER)

Adviser approval is needed only when the student is working on more than 1 URP per term. Only one URP for credit hours is allowed per term.

Adviser's signature:

Date:

URP Instructions

STUDENT: Fill in Part 1, 2 & 3. The URP instructor/researcher should complete **Part 5**. Obtain the approval of the Instructor's Department Head or designee, Part 6. If you are registering for more than one Undergraduate Research Project in a single term, you must obtain the signature (approval) of your adviser, **Part 7**. Only one URP for academic credit is allowed per term. After obtaining the necessary signatures submit this form to the Registrar's Office by the end of the 2nd week of class, the Add Deadline.

INSTRUCTOR: If you agree to work with the student on an Undergraduate Research Project (URP), complete **Part 5**. Return the form to the student who must obtain the approval signature of your Department Head or Designee.

DEPARTMENT HEAD: Review and sign **Part 6**. Sign the document and keep a copy. Return original to student to be submitted to the Registrar's Office by the end of the second week of class.

ADVISER: Students participating in more than one Undergraduate Research Project must have adviser approval. Sign and date, **Part 7**. Students are allowed to register for only one URP for academic credit per term.

School of Science Research Registration Instructions

STUDENT: Fill in Part 1& 3. Determine with your instructor the appropriate registration course number in **PART 4**. The instructor will complete **Part 5**. Accelerated BS/PhD students should indicate if the research is one of the required Research Rotations. After obtaining the necessary signatures submit this form to the Registrar's Office by the end of the 2nd week of class, the Add Deadline.

INSTRUCTOR: Complete and sign **Part 5**