Undergraduate Research Contract
Department of Biology

Name ___________________________  Student ID: U# _______________

Email ___________________________  Major: _______________________

Research Credit: (Pick One)
☐ BSC 4910 Biology or Other Major  ☐ MCB 4905 Microbiology Major ONLY

Completed by Department of Biology Staff
Must be completed BEFORE approaching a Research Advisor
*Biology Major GPA 3.0+  YES NO  Staff Initials _____
USF GPA 3.0+  YES NO
Completed Hours 60+  YES NO  Dept Stamp _____

Research Semester  ☐ Fall  ☐ Spring  ☐ Summer-A  ☐ Summer-B  ☐ Summer-C Year 20_____

Research Description: ________________________________________________
______________________________________________________________
______________________________________________________________
Credit Hours: ______________
Comments: _______________________________________________________
______________________________________________________________

The following must be completed to fulfill credit:
☐ Paper  ☐ Exam  Estimated Contact Hrs/Wk __________

Student’s Signature ___________________________  Date __________

Department of Biology  Date
Research Advisor Signature

Department of Biology  Date
Representative Signature

Approved As:  CRN _______________  Hours _______________

Semester _____________________  Year _______________
Before starting this process, please read the Undergraduate Research FAQ at http://biology.usf.edu/ug/courses/faq.aspx

1. Have pre-requisites verified by a Department of Biology staff member on an Undergraduate Research Contract.
   - Completed at least 60 hours of coursework.
   - Have a USF GPA of at least 3.0.
   - Have a Biology Major GPA of at least 3.0

*Biology Major GPA is calculated using USF biology major courses only. Regardless of major, if a student has not completed a USF biology major course, the student is not eligible for BSC 4910/MCB 4910. For a full listing of USF biology major courses, please see the website at http://biology.usf.edu/ug/courses/index.aspx

2. Obtain an appropriate Tampa Campus USF Biology/Microbiology faculty member as research advisor. Research advisors for MCB hours must be a USF Microbiologist.

To find appropriate research projects and/or research advisors:
   - See the Biology course listings for either BSC 4910 or MCB 4905 at: http://biology.usf.edu/ug/courses/ugresearch.aspx
   - Contact professors or TAs who have mentioned projects in their classes;
   - Arrange with a USF Bio/Micro professor to be your research advisor for a project you have thought up on your own; or
   - Arrange with a USF Bio/Micro professor to be your research advisor for a project at another site, while following these guidelines:
     - Student must receive NO payment for the project;
     - The project must not be retroactive (i.e., already completed);
     - The project must not be ‘transferred’ from another academic institution;
     - The student must make all arrangements with the secondary institution prior to receiving permission from the USF Bio Dept to pursue undergraduate research credit

3. Complete Undergraduate Research Contract with Dept of Biology Professor acting as your Research/Co-Research Advisor.

   Your research advisor will submit the Undergraduate Research Contract to the biology department divisional office. The division will assign a CRN (course reference number), grant you a permit for the course, and email you with the information.

4. Register for Undergraduate Research Credit on OASIS using the CRN provided by the department.