Student checklist for getting a research project approved for Guided Research (BIOL BC 3597).

Complete the following checklist if you are considering enrolling in Guided Research for degree credit only. Note that this checklist does not apply to students who wish to use research to replace a lab requirement (through Guided Research and Seminar BIOL BC3591-2), or to fulfill their senior requirement (through Senior Thesis Research BIOL BC3593-4).

Project approval must be granted by the start of the semester in which you wish to enroll in this course.

1. Have you found a research mentor?
You may work in a faculty lab here at Barnard, or in a lab at another institution. Once you have found a mentor, you should meet to discuss potential projects. Your mentor will likely suggest projects to you, but may also seek your input in making a final choice.

2. If your lab is not at Barnard, have you found an internal advisor?
If your lab is outside the Barnard Biology Department, you will need a faculty member within the department to serve as your internal advisor. Your internal advisor will ideally work in an area of research that is similar to your lab's. For a list of faculty research areas, see: http://www.barnard.edu/biology/faculty.html

4. Does your project meet the requirements for the BIOL BC3597?
Your Barnard research mentor (if your lab is at Barnard) or internal advisor (if your lab is elsewhere) must approve your planned research before you enroll in BC3597. Your project must be appropriate in terms of (A) scope and (B) time requirement for the number of credits in which you are enrolled.

(A) Is the scope of the project appropriate?
Your project can be in any area of biological research, including clinical research, but it must aim toward generating original data. In addition, you should be contributing substantially to your project. This does not mean that you should take the lead on it; you will likely be working with another lab member who leads the project (a PI, grad student, postdoc, or research technician), but it is important that you spend the majority of your lab time doing experiments for this project.

(B) Is the time requirement met for the project?
You may enroll in BC3597 for between 1-4 credits per semester. As a rule of thumb, you should be spending approximately 3 hours per week per credit on your research project.

5. Can you meet scheduling requirements for your project?
Your project may have specific scheduling demands, and you should discuss both those demands and your availability with your research mentor. For example, your lab

schedule may need to be fixed from week to week, or it may need to be flexible. You may need to be in lab for many consecutive hours to complete a particular experiment, or you may occasionally need to check in on experiments at odd hours (early mornings, nights, weekends). Apart from setting the appropriate number of hours in your weekly calendar for research, be certain that you are able to fit in the specific scheduling requirements for your project, or have made arrangements that you and your mentor agree on.

6. Do you have transportation to your lab?
If your lab is not on campus, do you have a reliable form of transportation? Have you budgeted transportation time into your schedule? Transit time does not count toward research time.

Also consider transportation when discussing scheduling requirements (see #5, above). Be sure to discuss your mentor's expectations, and your availability, and make arrangements that you both agree on.

7. Do you need additional training/approvals before beginning a project?
If you will be working with human subjects, live vertebrate animals, or dangerous materials including radioactive or biohazardous materials, you will need to complete training sessions before beginning work in any lab. At Barnard/Columbia, those trainings and approvals are offered through the Barnard or Columbia University Institutional Review Board (IRB), the Institutional Animal Care and Use Committee (IACUC) and the Environmental Health and Safety (EHS) office, respectively. Check with your research mentor to determine what approvals you will need, and for instruction on how to sign up for training sessions. Please note that approval for work with human subjects can take up to 6 months, so plan accordingly.

8. Have you submitted a signed Project Approval Form, signed up for the appropriate course, and for the appropriate number of credits?
Once you have planned your project with your mentor, and discussed it with your internal advisor (if your lab is off campus), you should complete and submit a **Project Approval Form** which can be found at http://www.barnard.edu/biology/research.html. This form must be signed by your Barnard research mentor (if your lab is in the Biology Department) or by your internal advisor (if your lab is elsewhere). Make a copy of your signed form, and:

(A) Submit the signed form to Ms. Lorrin Johnson in the Biology Office (1203 Altschul) by the start of the semester in which you are enrolled.

(B) Keep a copy of the signed Project Approval Form for your records. Your major advisor will need to see your copy it in order to approve your program. Be sure to add the appropriate course to your program in eBear.

(C) Once your advisor has approved your program in eBear, BC3597 appear on your program for 1 credit. If you are taking BC3597 for more than one credit,

you will also need to go to the registrar's office and fill out a change form to adjust the number of credits.