

OEB 99r

OEB SUPERVISED RESEARCH

REGISTRATION FORM

2013-2014

Please read this document carefully!

OEB 99r is taken to receive credit for supervised research, whether this research leads to a thesis or not. The 'r' suffix indicates that the course can be repeated. Students who plan on submitting a thesis at the end of the semester must fill out a Senior Thesis Abstract Form (available on the website or in the Undergraduate Office) at the beginning of the semester.

Instructions: Please complete and return this form with the appropriate signatures to the Life Sciences Undergraduate Office by the day study cards are due (Fall Semester: **Tuesday, September 10, 2013**; Spring Semester: **Friday, January 31, 2014**).

Research is usually directed by a faculty member in OEB. For students conducting research with directors outside OEB, your OEB concentration advisor (or appropriate OEB substitute) needs to approve and sign this registration form as a co-sponsor. The Research Director will assign the final grade (unless work is conducted in a lab outside of the Harvard community in which case the co-sponsor assigns the grade).

Ordinarily a student is expected to work approximately 15 hours a week on the research project. It is very important for you to clarify this up-front with your research director and co-sponsor. *This registration form requires a signature and statement from your director that your proposed research is feasible to complete in the allotted time. We also require both you and your director to sign a statement of agreement on the number of hours per week you will be working.*

A written report should be submitted to your research director by NOON ON **Friday, December 6, 2013** (Fall Semester) or **Monday, May 5, 2014** (Spring Semester). The format of the report is at the discretion of your research director and co-sponsor (if applicable). *If you submit a thesis at the end of the semester, the thesis fulfills the requirement for a written report.* We ask that you **submit your paper via email directly to your Research Director**, and cc that email to James Poolner (jp@mcb.harvard.edu).

Policy regarding Undergraduate Research using human subjects: If you are working with human subjects, you must obtain your research director's signature to certify that the laboratory and the student have complied with, and received approval, from Harvard's Internal Review Board on work with human subjects; you will have to attach a copy of the approved form to this registration form. You can find all applicable forms, an FAQ page, and much more information regarding the University's policies and procedures regarding Human Subjects at <http://www.fas.harvard.edu/~research/HumSub.html>. "The Intelligent Scholar's Guide to the use of Human Subjects in Research" is available at http://www.fas.harvard.edu/~research/hum_sub/ISG.html. "Human Subjects" is not limited to those subjects involved in clinical or laboratory studies; any living person from or about whom information is collected for a scholarly study is deemed a "Human Subject."

Other things to note:

- You cannot concurrently take OEB 91r and OEB 99r with the same laboratory or professor. OEB 91r is not to be used to obtain credit for reading associated with a research course--such reading is an integral part of the research itself.
- Non-OEB concentrators must conduct their project with a faculty member in OEB.

Prerequisite: Students who participate for the first time in laboratory research are required to attend a safety training session on matters concerned by laboratory procedures. ***Credit for this course is contingent upon compliance with this requirement.***

Log on to <http://www.ehs.harvard.edu/training> and register for BOTH "General Laboratory Safety" AND "Laboratory BioSafety Training". Once you have completed these modules you do not have to repeat them for future semesters of OEB 99r. **Make sure you forward James Poolner (jp@mcb.harvard.edu) a copy of your completion verification email so he can track this.**

Please make copies of this registration form for your own records and for your director.

OEB 99r

OEB SUPERVISED RESEARCH

REGISTRATION FORM

2013-2014

NAME:		HUID#:
CLASS YEAR:	CONCENTRATION:	What semester are you submitting this form for?
Title of Project/Thesis (if known):		
ADDRESS:		
TELEPHONE:	E-MAIL:	

Description of your Research/Thesis Project (attach additional page if needed)

Note: Seniors considering submitting a thesis **this semester** should also fill out a **Senior Thesis Abstract Form**, available on the website or in the OEB Undergraduate Office. The OEB Undergraduate Committee will use that form to select readers for your thesis, among other things.

Are human subjects to be used? Yes _____ No _____

IF YES, YOU MUST ATTACH A COPY OF YOUR LAB'S IRB FORM.

Will you be working with vertebrates? Yes _____ No _____ If yes, please specify.

Are hazardous materials to be used? Yes _____ No _____ If yes, please specify.

Do you plan to submit a senior thesis based on this research? Yes _____ No _____ Maybe _____

Note: Final-semester seniors who plan to submit a thesis should also have filled out a **Senior Thesis Abstract Form**, available on the website or in the Life Sciences Undergraduate Office.

Research Director:

Address:

EMAIL:

Telephone:

TIME COMMITMENT – To be completed and signed by both the student and the Research Director

Is the proposed research feasible to complete the project in the allotted time? Has a reasonable research plan been developed, given the other restraints on this undergraduate's time? Please describe and specify:

Number of hours student is expected to work in a typical week:

Research Director's Signature:

Student's Signature of Agreement:

If your Research Director is not an OEB Faculty Member, your Concentration Advisor or another OEB faculty member must co-sponsor your research.

OEB co-sponsor:

Co-sponsor's comments on suitability of project:

Co-sponsor Signature:

PLEASE RETURN THIS FORM WITH SIGNATURES BY:

Fall Semester: **Tuesday, September 10, 2013**

Spring Semester: **Friday, January 31, 2014**

Submit the form to:

James Poolner, Life Sciences Undergrad Office, BioLabs 1082-c
or, scan and email the form to jp@mcb.harvard.edu

(You can also hand this form directly to Andrew Berry)

Thanks!