**GRADUATE STUDENT:**

Please fill out the form and return it to Public Health. Student’s proposed PH 299 instructor must sign form prior to submission. If your request is disapproved, you will be notified of the results via email. Reminder: Only submit once per academic year. After you submit it, the proposal will be valid for the following fall, winter, spring, and summer quarters.

<table>
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<tr>
<th>Last name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Student ID Number</th>
<th>Phone</th>
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Enrollment Status: □ Full-Time  □ Part-Time

**Degree/Emphasis**  Student Email  Year Admitted

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1) First Quarter of PH 299 Enrollment: Quarter _______ Year _______ Units: _________ (2 to 8)

2) Is the project location off-campus? If so, please list the organization’s name and address.

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3) PH 299 Faculty/Supervisor Information:

Professor’s Name __________________________ Email: __________________________

Research Supervisor’s Name (if different) __________________________ Phone: ___________

Email: __________________________ Position: __________________________

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4) Does your project involve:

Human subjects and/or direct contact with patients? □ Yes □ No  Animal subjects? □ Yes □ No

If yes to human subjects, IRB number _________  If yes to animals, IACUC number _________

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5) What is the general goal of your project?

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6) What specific hypothesis will be tested and how will it be tested?
7) What is your role in the project?

8) How will you be evaluated by your professor for your course grade?

**Procedures for enrolling in PH 299:**

1) The student should contact the instructor in whose class he or she wishes to enroll and discuss the proposed research project at least two weeks before the deadline to enroll in classes without late fees. The instructor must agree to let the student enroll in his/her PH 299 class for that quarter.

2) Once the student has secured the instructor’s permission, a PH 299 Research Proposal form should be submitted to the department for approval.

3) Submitting Forms—Prior to starting work on a 299 project, the student must submit the Waiver of Liability form to the department. If the research requires IACUC (for animals) or IRB (for human subjects) approval, the student must provide proof of approval to the department prior to starting work on the project.

4) The student must meet any pre-requisites of the research unit (e.g. background check, finger printing, immunizations, etc) and required training for safety (especially with clinical or wet lab work) and/or ethics and responsible conduct of research prior to starting work on the project.

5) Once enrolled, the student must submit a summary report of progress to the instructor each quarter according to the instructor’s specifications. Students should also check their grades after each quarter of enrollment in PH 299, as the course has a letter-grade option.

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**Signatures Required:**

I have read and understand the PH 299 enrollment and course procedures as outlined on this form and in the Graduate Student Handbook.

► **STUDENT SIGNATURE** ___________________________ Date _______________

I agree to allow the student to enroll in my PH 299 section and mentor the student through the project.

► **INSTRUCTOR SIGNATURE** ___________________________ Date _______________

I agree to supervise the student on the project specified in this proposal.

► **SUPERVISOR SIGNATURE** ___________________________ Date _______________

(If same as faculty instructor, write N/A)

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**OFFICE USE ONLY**

Entered by ______ Date _______________

Notes: ____________________________________________

☐ Approved ☐ Not Approved  Graduate Advisor __________________________ Date _______________