

Department of Chemistry
Wake Forest University
CHM 390 Research Project Approval Form

Step 1. Pre-approval: Once you have obtained a position in a research lab on a chemistry-based project where you will have an active and independent research role, please answer the application questions on page 2 of this document and submit it (with this cover sheet attached, signed by your major advisor) to the department CHM 390 coordinator. Your supervising research professor/director must submit a letter of support for you and the project describing the skills you will learn and the role you will play in the overall project. Letters of support must be submitted by email to the department CHM 390 coordinator before the project can be pre-approved. Once the letter of support and your application have been received, they will be reviewed by a faculty member in the area of chemistry in which the proposed work falls. Following project approval based on the level of chemical research, a copy of your proposal with all signatures will be emailed to you and your course override request in Workday will be approved. Note: Both the approval form and letter of support must be received one week prior to the ADD deadline to allow time to review (see WFU Academic Calendar for exact date each semester).

Major Advisor Signature: _____

Division Representative: _____

Division Representative Signature: _____

CHM 390 Coordinator Signature: _____

Step 2. Complete the research. It must include a minimum of **120** hours of work in the lab.

Step 3. Final approval: You must submit a written report describing your research results to the department CHM 390 coordinator by the last day of classes (for Fall or Spring semester projects) or by August 10th (for summer work). Guidelines for the report can be obtained from the 390 coordinator. Have your research mentor sign the report endorsing its content before submitting. The report will be reviewed by the division representative. Completing the research does not guarantee a passing grade, as the report and scope of work will also be considered when assigning a P/F grade.

Student's Name: _____ Student's ID Number: _____

Project Title: _____

Location of Research Lab: _____ Research Mentor: _____

Timeframe of Research (Start - End): _____

This application (maximum two single-spaced pages) should be written by the student. It is expected that the research mentor will discuss the project and provide guidance on the application. Feel free to include figures to support the written application.

1. Provide the justification for your scholarly project (including Project Background, Rationale and Significance).

2. Provide a detailed description of your Project Methods.

3. Describe how this research experience will benefit your educational and/or career plan.