Filling out your Research Form with DocuSign

PLEASE MAKE SURE YOUR ADVISOR HAS APPROVED YOUR SUMMARY PRIOR TO FILLING OUT THIS FORM. IF CORRECTIONS ARE NEEDED, THE FORM WILL BE VOIDED AND YOU WILL HAVE TO RESUBMIT THE ENTIRE THING.

You will write your approach summary in a separate document and upload it to the form as indicated.

INSTRUCTIONS

1. Click the link to the correct form on the Independent Scholarship Forms page. If your research mentor is outside the Genetics Department, You are requesting honors, or you are not yet a Genetics major, make sure to use the Vice-Chair Approval form. The Vice-Chair needs sign off on your form before you receive an SPN.

2. Enter your name and email, and your advisor’s name and email to route the form correctly. Program Coordinator and Vice Chair will automatically fill in. Click Begin Signing.

3. The research form is the same as the paper form. All fields highlighted in red are mandatory. Under Approach to be Used, you will click the yellow button to upload your research summary. The upload will be added as an additional page to the end of this document.
RESEARCH REGISTRATION FOR THE MAJOR IN GENETICS

Last Name: [Name]  First Name: [Student]
RUID:  Email: [ameerovich@gmail.com]
Overall GPA:  Year:
Semester (Spring or Fall):  Class:

CHECK THE APPROPRIATE COURSE:

FALL
- 447:406 (Research in Genetics)
- 447:408 (Honors in Genetics)
- 447:410 (Res. Gen. Writing Intens.)
- 447:489 (Adv. Ind. Study Gen.)

SPRING
- 447:407 (Research in Genetics)
- 447:409 (Honors in Genetics)
- 447:410 (Res. Gen. Writing Intens.)
- 447:490 (Adv. Ind. Study Gen.)

SUMMER
- 447:406 (Research in Genetics)

NUMBER OF CREDITS: Minimum requirement per semester is 3. Students wishing to do more than 3 credits must obtain the permission of the department Vice Chair.

RESEARCH MENTOR INFORMATION:
Mentor Name: [Mentor Name]
Address:
Phone:  Email: [ameerovich@rutgers.edu]

PROJECT INFORMATION:
Project Title:

Hypothesis or Question Being Addressed (1-2 sentences):

Approach To Be Used (3-4 sentences describing the experimental and technical approaches):

Please save your summary in a word document and name the file with the date and your name (yyyy-mm-dd_lastname, firstname)

Upload the document here: [Icon]
RESEARCH REGISTRATION FOR THE MAJOR IN GENETICS

ADMINISTRATIVE REQUIREMENTS:

Does your project include the interviewing, surveying, observing, sampling, or testing of humans?

☐ Yes  ☐ No

If yes, then you must obtain clearance from the Office of Research & Sponsored Programs. Discuss with your research mentor how to do this.

Does your project include the use of vertebrate animals?

☐ Yes  ☐ No

If yes, then you must be added to your research advisor’s animal research protocol. Discuss with your research mentor how to do this.

All students conducting research in a lab at Rutgers must attend a REHS Laboratory Safety Training prior to commencing research in the lab. More information can be obtained at http://rehs.rutgers.edu/rehs_train.html#labasafety

By signing below, I acknowledge that I have undergone laboratory safety training with REHS

Student's Signature: ___________________________________________Date: 12/05/2019

All students conducting research in a lab at Rutgers must complete an electronic disclosure of any potential conflict of interest (eCOI). Completion of the eCOI can be performed at https://ecoi.rutgers.edu/

Select “Rutgers NetID Login” on the right side of the page. After logging in, you will see the eCOI page. Select “Create My Certification” under “Manage My Disclosures” on the left side of the screen. You will be led to a new screen that is a draft disclosure. Select “Start/Edit” under “My Current Actions” on the left side of the screen. Answer the disclosure questions 1-7 and then select “Continue” in the lower right of the screen. On the next screen, answer “yes” or “no” to the question concerning outside organizations and then select “Continue” in the lower right of the screen. You will be brought to a final screen. If you are finished answering the questions, then check the box next to “SUBMISSION CONFIRMATION” at the bottom of this screen. Select “Finish” in the lower right side of the screen and then log off (upper right side). For additional guidance on who needs to disclose and when to disclose, visit the compliance office (Office of Regulatory Affairs or ORRA) at https://orra.rutgers.edu/coi

By signing below, I acknowledge that I have completed the eCOI

Student's Signature: ___________________________________________Date: 12/05/2019

4. You will click on the first yellow button to sign the form. You will see a pop-up to let you choose your digital signature. Click Adopt and Sign. All subsequent signatures will fill in when you click the yellow boxes.
5. Once you have signed in all of the required spaces, click Finish.

6. The form will now be routed to your research mentor for a signature. Once it is completed and signed, it will be sent to the program coordinator to issue an SPN. You will receive the SPN in a separate email generated from the SAS SPN system. You will receive a separate email for each course requested. The SPNs will also be added to the form and you will receive a copy.