

# 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.

**PowerForm Signer Information**

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Your Role:  
**Student \***

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Role:  
**Research Advisor**

Name:

Email:

Role:  
**Program Coordinator**

Name:

Email:

Role:  
**Undergraduate Vice-Chair**

Name:

Email:

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  amymeerovich@gmail.com

Class:

Overall GPA:

Semester (Spring or Fall) :  Year:

### 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:  amy.meerovich@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:



## 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#labsafety](http://rehs.rutgers.edu/rehs_train.html#labsafety)

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.

## RESEARCH REGISTRATION FOR THE MAJOR IN GENETICS

### SIGNATURES AND APPROVALS:

**Check if applicable:**

- I am registering for research for the first time
- I have taken at least one semester of research previously and will thus be taking 447:430 *Effective Communication Skills in Genetics* concurrently with this research course.
- I have taken at least one semester of research previously and will take either 447:430 *Effective Communication Skills in Genetics* or 447:414-415 *Thesis Writing and Communication in Genetics* in the indicated semester and year
- I have already taken 447:430 *Effective Communications*.
- I am registering for Honors Genetics and will thus be taking 447:414-415 concurrently.
- I am interested in pursuing a Certificate in Computational Genetics.

**I understand the requirements, responsibilities, and due dates associated with registration for this research course as described in the Genetic Major Student Handbook:**

<http://genetics.rutgers.edu/students-academics/undergraduate/student-forms>.

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

Research Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please request a special permission number for this course through the SAS SPN system at [genetics.rutgers.edu](http://genetics.rutgers.edu). You will receive your SPN via email and a copy of this completed form once your request is approved.**

SPN Assigned for this Research Course: \_\_\_\_\_

SPN for 447:430 (if applicable): \_\_\_\_\_

SPN for 447:414 or 415 (if applicable): \_\_\_\_\_

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.