Using Research (199) Units Towards NPB Major Requirements

**Step 1**
How do I get units?

It is easy to confuse the question of ‘how do I get units’ with the question of ‘can I use those units toward my major requirements’, but it is important to understand these are separate issues. If you are planning to do research in a lab and receive units, please understand you may receive units for anything you like, without the permission of the Neurobiology, Physiology and Behavior (NPB) Department, and those research units do not need to count towards your major requirements.

It is important to note the differences between the different advisors:

- **BASC Academic Advisor** - They will help you understand this process as well as how to apply research units to your major.

- **Principal Investigator (PI)** - This will be your sponsor whom you will be working directly with for the project. They will submit the request to enroll and enter the final grade.

- **NPB Faculty Advisor** - This is who you will send your final report to and are there to ensure the process is followed. This will be Prof. DeBello or Prof. Miller depending on your last name.

**Step 2**

“Can I use these research units towards my NPB major requirements?” OR “If so, what NPB requirements can they fulfill?”

If you are receiving units for research on campus, you may use them towards NPB major electives, but only if you receive pre-approval. **Step 3** will talk about the pre-approval process, but this section will describe where those units can count. If you have any questions about major requirements or which categories research units can apply towards, please make an appointment with a BASC advisor for NPB.

Please note following limits to pre-approved research unit amounts counting toward the major:

- You may use a maximum of 4 units to satisfy one track elective.

- If in an on-going lab with the same PI and lab, student can apply for 2 units for 2 quarters to count toward the major as specified above.

**Step 3**

1. I understand how to get units and what requirements I can use them for. How do I get pre-approval for my units?

2. Your research must be pre-approved by an NPB Faculty Advisor before the project/work begins. Pre-approval requests must be submitted by the 10th day of instruction for a quarter.
3. When asking for pre-approval, students will be expected to submit an email that meets the following requirements:

   a. The email must be sent from your UC Davis email address and should include your first and last name and student ID #.

   b. The email must be addressed to your NPB Faculty Advisor. The NPB Faculty Advisor you should email are based on your last name:

      i. If your last name is in the alpha “A-M”, your contact will be Prof. DeBello (wmdebello@ucdavis.edu)
      ii. If your last name is in the alpha “N-Z”, your contact will be Prof. Miller (leemiller@ucdavis.edu)

   c. Your PI (the professor whose lab you are doing research in), must be cc’d on this email.

4. The email should include an attachment with a concise, descriptive, and accurate accounting of exactly what you plan to spend your time doing in the lab. This should be 1-2 pages in length and should include the project title. The body of the email should include a description of how this work is NPB relevant, specifically to your respective track. You must include which track you are planning to count the units towards.

5. If you are doing the same project over two quarters in the same lab with the same PI, you only need to gain pre-approval at the beginning of the first quarter. In which case, please identify your project as on-going. You must stay in the same lab with the same PI in order to receive credit towards the major if it is an on-going project.

6. The NPB Faculty Advisor must reply to your email with one of the following:

   a. Follow up questions about the details of your project
   b. A denial of your request
   c. A grant of approval

7. You will receive this email within 7 business days. If your request is approved, it is vital that you save this email. It is the student’s responsibility to maintain a record of pre-approval. Failure to keep an approval email may result in a denial of your request.

**Step 4**

1) End of the quarter report to finalize approval for use as Track elective.

   a. Students must get approval via email confirming completion of the project for that quarter no later than the last day of finals.
b. This email must meet the following criteria:

- Must be sent from your UC Davis email address and should include your first and last name and student ID #.
- Must be addressed to your NPB Faculty Advisor who gave you the original pre-approval.
- Your PI (the professor whose lab you are doing research in), must be cc’d on this email.

c. This email should include an attachment of a four page report. This should include the following:

  ▪ Brief introduction of the research
  ▪ The experimental methods
  ▪ The experimental results
  ▪ Discussion and conclusion

2) If you are doing the same project over two quarters in the same lab with the same PI, you only need to submit the four page report at the end of the second quarter. In which case, please identify your project as on-going. You must stay in the same lab with the same PI in order to receive credit towards the major if it is an on-going project.

3) Your NPB Faculty Advisor must reply to your email with one of the following:

   a. Follow up questions about the details of your project or a grant of approval.

   b. You will receive this email within 7 business days. If your request is approved, it is vital that you save this email. It is the student’s responsibility to maintain a record of pre-approval. Failure to keep an approval email may result in a denial of your request.

4) A BASC advisor for NPB will see your approval and enter it into your record

*Note: If, at any point in time, your PI asserts that you have misrepresented, or failed to complete, your work/project, your credit towards major requirements will be revoked. Your NPB Faculty Advisor may contact your PI to ask them direct questions about your work/project.