**PHARM.D. PROGRAM ELECTIVE REQUEST FORM FOR:**

 **PHAR 701, PHAR 705 (independent study), PHAR 797 (research)**

Enrolling in a Research or Reading and Conference Experience:

Students seeking to enroll in a Research experience (PHAR 701) or an independent study Reading and Conference experience (PHAR 705) for elective credit; or in a research-focused advanced pharmacy practice experience (PHAR 797) to enhance their professional education must petition the Academic and Professional Standards committee outlining their plan of study. This is important to assure that the student and their mentor have common expectations for the experience, and to provide a paper trail that assures appropriate credit is granted and recorded.

Both the instructor and student must complete and sign this form. When completed, please make copies for student and instructor, and send the original to Angela Austin Haney, who will forward it to the APS committee for consideration and approval.

*Research experiences (PHAR 701, 797) are for students who are seeking to generate new data through research in the pharmaceutical, pharmacoepidemiology or pharmacy clinical sciences.*

*For activities that are independent study focused primarily on literature surveys, literature summaries, case studies, or similar activities the student should register for PHAR 705, Reading and Conference.*

Funding to Support Research Experiences:

The College will assist faculty by providing funds of up to $500 for actual research expenses associated with students enrolled in Phar 701 or PHAR 797 (research). If funding is being requested, a budget must accompany the request. Typically, the student should be engaged in research that is ongoing, and the funds used to compensate the investigator for expenses related to training or pilot explorations that would not be incurred if the student were not enrolled. Research expense purchases should be made within one quarter following the student’s research experience.

Faculty members can request funding for a specific student one time. The APS chair or designee will approve funding requests with agreement of the associated department chair and expenses will be charged against the departmental instructional index.

**PLAN OF STUDY**

**STUDENT:**

**INSTRUCTOR:**

**PHAR 701, 705 or 797?:**

**For 701 or 705: YEAR / QUARTER(S) / CREDITS (per quarter):**

**For 797: YEAR / BLOCK:**

**Student:** Please describe in the space below your goals for this research elective, and how these complement your personal education plan and long term career goals. Please note that you will only be allowed to register for a maximum of 2 credits of PHAR 701 to count towards your PharmD elective requirements\* and both of these credits must be in the same academic year.

\*In exceptional cases a student may be allowed to repeat PHAR 701 for elective credit, for example, if the student has established a clear expectation to pursue postgraduate research opportunities and the Academic and Professional Standards committee approves the request in advance

Your signature below indicates agreement with the written expectations of the instructor on the following page, that the instructor has discussed the ethical implications of the work being conducted, and that they have explained the need for institutional approval of the work and any training requirements.

**Faculty instructor:** Please write your requirements and expectations for the student for this elective. Please indicate:

- hours per week that the student is expected to be present\*\*

- expectations for documentation of work, attendance at meetings, or any other requirements.

- Overall scientific objectives for the research elective

- Basis for performance evaluation and grading policy.

\*\*Note that for PHAR 701 or 705, OSU translates 1 credit into about 3 hours of work per week. For PHAR 797, 8 credits per block translates to 40 hours per week.

Students working with human samples or tissues, live animals, or that have access to human data must complete training and obtain approvals for research in which they will be engaged. Please verify that IBC, IRB, IACUC, and/or training requirements have been discussed with the student.

Please verify in the research description that all approvals from the appropriate Regulatory Compliance Committees (e.g. IBC, IRB and IACUC) have been received for the research project, and that bloodborne pathogen, human subjects, radiation use, chemical safety or other needed training has been scheduled for the student.

Your signature below indicates willingness to host the student, that all required approvals are in place, and will allow the student to register.

**Budget request** (only required if funds are being requested): Please itemize expenses specifically associated with sponsoring this student\*\*\*, including supplies not readily available in the lab, exceptional fees for computer or instrument time, or other costs that exceed the normal function of the research group. General lab supplies (gloves, pipettes tips, silica gel, etc), photocopying, and computer access should be provided by the instructor/sponsor and should not be included in requests. Requests for travel or meeting registration fees should not be made here.

\*\*\*By university and ACPE rules, students are not allowed to receive payment for this activity as they will be receiving course credits.

Student Signature Date

Instructor Signature Date