

Neuroscience 198A/199A Research Proposal and Checklist Form

Honors Research and Directed Research in Neuroscience

The purpose of Directed Research and Honors Research in Neuroscience is to provide students with the opportunity to integrate theoretical concepts with practical implementation in a specialized area of interest and to develop the skills and knowledge essential for independent inquiry.

After reviewing the policies governing Neuroscience 198AB and 199AB research courses outlined below, please use the checklist and instructions on the next pages to prepare your research capstone proposal. Submit the following materials to the Neuroscience Undergraduate Academic Advisors via Bruin Learn no later than 4PM on Friday of Week 1 of the quarter in which 198A or 199A credit is to be granted:

- Research proposal and accompanying documents
- Signed Directed/Honors Research petition (downloaded from MyUCLA under Contract Courses)
- Faculty Sponsor Form, signed by your faculty mentor

After approval by the Neuroscience Vice Chair, you will be enrolled directly in the research course by the end of Week 2 of the quarter. Incomplete submissions, or proposals that do not follow the required format, will be returned without approval. Please note: submission of this form does not guarantee approval or enrollment.

Neuroscience 198/199 Research Contract Course Policies:

- Enrollment is limited to declared Neuroscience majors and minors. Neuroscience 198AB is limited to Neuroscience majors pursuing [Departmental Honors in Neuroscience](#).
- Enforced prerequisites include a grade of C- or better in Neuroscience M101A and at least one quarter of [SRP-99](#) or a [departmental 199](#) research course completed in the same research lab with the same faculty mentor.
- The research sequence must be completed over two consecutive quarters. Neuroscience 198AB must be completed within the same academic year (e.g., Fall 2026 & Winter 2027, or Winter 2027 & Spring 2027).
- The sponsoring faculty member must hold an [Academic Senate title](#), and the research project must be Neuroscience-related.
- A maximum of 4 units of Neuroscience 198/199 may be taken per quarter, and a maximum of 8 units may be applied to the Neuroscience major or minor.
- A student must not be on Probation or Subject to Dismissal during the quarter prior to enrollment in Neuroscience 198A or 199A.
- A student with an outstanding Incomplete in a 198/199 course may not enroll in another 198/199 course. Only Neuroscience 198A/199A are graded on an In Progress basis.
- Students must spend a minimum of 12 hours per week in the research lab to qualify for and remain enrolled in the research course.

Neuroscience 198/199 Research Contract Course Expectations:

- A copy of the student's research report must be submitted to the Neuroscience Undergraduate Academic Advisors via Bruin Learn by 4PM on Friday of Finals Week each quarter.
- All reports must include a signed cover page from the sponsoring faculty member. Students should provide their report to the faculty mentor in advance to allow sufficient time for review and any necessary revisions.
- At the conclusion of 198A or 199A, students must submit a 3-5 page progress report describing the work completed during the quarter. The report should include the hypothesis, significance, and a brief review of the relevant literature, as well as the work planned for the following quarter.
- At the conclusion of the second quarter, students must submit a complete paper in standard scientific format, including: title, abstract, introduction, materials and methods, results, discussion, and literature cited.
 - For 199B, the final paper must include a minimum of 7 double-spaced pages of text.
 - For 198B, the honors thesis must include a minimum of 10 double-spaced pages of text.
- These are minimum requirements only. In most cases, the final paper or thesis is expected to be longer and to include figures where appropriate.
- Students are required to participate in Neuroscience Poster Day (held annually in May) to fulfill their capstone.

Neuroscience 198A/199A Research Proposal and Checklist Form

All of the following items must be completed and submitted as one PDF document to Bruin Learn by no later than 4PM PST on Friday of Week 1 of the quarter.

Neuroscience 198A or 199A Research Contract

- Download from [MyUCLA](#) > Classes > Contract Courses
- Under “Project Description”, write “see attached proposal”
- Under “Evidence”, write “A progress report at the end of this quarter and continued research in NS 198B or 199B in the consecutive academic quarter”
- The “Faculty Mentor’s Department Chair Signature” can be left blank; you do not need to obtain this
- Sign at the bottom of the contract and provide this to your faculty mentor to obtain their signature

Faculty Sponsor Form

- Complete the faculty sponsor form that is designated for your research contract courses (NEUROSC 198AB or NEUROSC 199AB) and obtain your faculty mentor’s signature
- Please note: Students pursuing Neuroscience 198AB must also list a second faculty reader on their faculty sponsor form; the second faculty reader will solely review the honors thesis and provide an honors rating upon completion of 198B

Laboratory Safety Fundamental Concepts Course (documentation of course completion)

- Include proof of completion of the [laboratory safety fundamental concepts course](#) if your contract requires it (this will be listed as “safety training” at the top of your MyUCLA contract)

Faculty Directory Information

- Please provide a screenshot of the [UCLA Directory](#) page for your faculty mentor to confirm that they hold an Academic Senate title (which is a requirement for them to oversee your research)

Research Proposal Outline (fill in the information below)

- **Student Information:**
 - A. Name:
 - B. UID Number:
 - C. Email Address:
 - D. Completed NEUROSC M101A in (quarter/year):
 - i. Grade in NEUROSC M101A:
 - E. Completed SRP-99/199 in this lab (quarter/year):
 - i. If you completed SRP-99/199 under a different faculty mentor in the same lab, please attach either a lab roster listing both faculty mentors or a note signed by the faculty mentor for NEUROSC 198AB/199AB confirming that your SRP-99/199 was completed in their lab.
 - F. Number of hours per week working in the laboratory:
 - G. Year in School (3rd or 4th):
 - H. Degree Expected Term:
 - I. Overall GPA and Units Earned:
 - J. Major GPA (all upper division courses taken for major):
 - i. If not listed on your DARS, calculate your major GPA using all of the upper division courses taken for the major. Multiply the course units by the grade points received (A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, etc.). Add the total points for the upper division major courses and then divide by the total amount of units.
 - ii. If your major GPA is below 3.0, please have your faculty mentor email neurosci@ucla.edu a brief 2-3 sentence statement of support for your participation in the lab.

- **Overview: Please demonstrate that your proposed research aligns with the purpose of the Neuroscience 198AB/199AB research courses described on the first page and is appropriate for completion under the Neuroscience program. Please clearly label each section of your research proposal.**
 - A. Description of Project Topic
 - B. Data (e.g., data to be collected, generated, or analyzed)
 - C. Planned Analyses (e.g., experimental, computational, statistical, or qualitative methods)
 - D. Hypothesis/Expected Results
 - E. Relationship of Project to the field of Neuroscience
 - F. Student Participation - description of student's direct involvement in research project (be specific about the student's role rather than the lab's work more broadly)

