

UNDERGRADUATE RESEARCH OR SPECIAL PROBLEM OR PURA REGISTRATION FORM

GEORGIA INSTITUTE OF TECHNOLOGY, WOODRUFF SCHOOL OF MECHANICAL ENGINEERING

Types of Research, VIP and Special Problem Classes

- **Special Problems (4903 for Class Credit)** are an individual study in certain specialized areas, including mathematical analyses, design project or experimental investigation of problems of current interest.
- **Research Assignments (2699/4699 for Class Credit)** are independent research conducted under the guidance of a faculty member. Freshman and sophomores take 2699. Juniors and seniors take 4699.
- **Paid Research Assignments (4698)** are research internships. Students are paid for working on a project. The class will be on your transcript, but no class credit or grades are earned for this class.
- **Presidents' Undergraduate Research Awards, PURA, (4698)** are competitive financial awards given to selected students.
- **VIP: Vertically Integrated Projects (ECE 2811, 381X or 481X)** unite undergraduates and faculty-research in a team-based context.

Finding Research/Special Problems/VIP

- Look through the [Woodruff School Research website](#) to see which professors are doing research that you may be interested in. Contact those professors by sending a copy of your resume and ask if he/she is interested in sponsoring you for research.
- Talk to your current ME/NRE professors to see if they work with undergraduates on research.
- **ME Students:** A list of research assignments is maintained at www.me.gatech.edu/files/ug/research.htm.
- **NRE Students:** Talk to your NRE faculty advisor. nremp.gatech.edu/academics/nre/ug/advisors
- **VIP:** Check out the VIP website for a list of current projects. www.vip.gatech.edu

Research/Special Problems Requirements

- **Research Hours:** Courses are nominally 3 credit hours. For a 3 hour class, students are expected to do 9 hours of research each week during fall and spring semesters, and 14 hours each week during summer semester. Classes other than 3 credits are allowed and must be worked out with faculty members directly.
- **Deliverables:** All courses must culminate in a mutually agreed upon set of deliverables, which are to be submitted to the faculty advisor for grading. These deliverables can include a written report, an oral presentation, a computer program, etc.
- **Grades:** All research (2699/4699), VIP (ECE 2811, 381X, 481X) and special problems (4903) classes are taken for a letter grade. Paid research (4698) is not graded.

How Research/Special Problems can be used in Your Curriculum

- **ME (2011-2012 & Earlier):** Students can satisfy up to 4 hours of ME Electives with ME 4699 or 4903. In addition, up to 6 hours of free electives can be satisfied with VIP, 2699, 4699 and 4903 from any department.
- **ME (2012-2013 Curriculum & Later):** Students can use either a max of 6 credits of VIP courses (ECE 2811, 381X, 481X) or a max of 6 credits of research / special problems courses (2699, 4699 & 4903) as free electives. If doing both types of courses, a total of 9 credits are allowed. Research, special problems and VIP cannot be used to satisfy the ME Elective.
- **NRE:** Students can satisfy up to 4 hours of technical elective credit with 4699 and 4903 as long as the class is from the college of science, college of engineering or college of computing.

Online Undergraduate Research Permit Request Instructions

- **VIP:** Go to www.vip.gatech.edu to apply on-line.
- **Research and Special Problems**
 - Go to <https://www4.me.gatech.edu/ME/UnderRes/stu> and log in.
 - Select **Student Information** tab and complete the form with the requested information. Click **Save & Create**.
 - Under the **Class Information** tab, complete all requested information. Click **Save & Continue**.
 - Under the **Student Disclaimers** tab, read them carefully and check both boxes to acknowledge them. Click **Save & Continue**.
 - Under the **Review** tab, review all of the information entered to ensure everything is correct and click **Submit**. The system will not let you submit an incomplete request. You will receive an email confirmation of your submissions.
 - Once the faculty member and the chair approve the request, you will receive a second email with the CRN of the course for which you need to register.
 - You will also receive an automated email from Banner once your permit has been assigned. **Please note it is solely the student's responsibility to register for the correct class after a permit is issued and before registration closes.**
 - **Check the Status of a Submitted Request:** Select **Check Status**.
 - **Edit or Modify a Request:** Select the **Student Information** tab. Select the request you would like to edit under **Submission Type: Edit a previous submission**. Click **Save & Edit**. **Please note the only way to edit a permit request after you have submitted it is for the faculty or chair to send it back to you.**