

## BMSC: Cheat-Sheet for Student Project Approval

Please read this document carefully. Following these instructions will greatly improve the flow and timeliness of your project approval, allowing you to get started on your data collection sooner.

- Access the Project proposal form from <http://www.bamfieldmsc.com/resource/student-projects-reports>
- Save your form (file name) with the last name of every member in your group, the course name and the year. For example, LastName1\_LastName2\_LastName3\_CrustaceansBiology\_2018\_Project\_Proposal.doc
- BMSC staff work Mon-Fri, 8:30-4:30. This means proposals submitted on Friday have very little chance of being approved before the weekend. Take this into account. When planning to sample on a weekend, plan to have this submitted by the Wednesday, mid-day before-hand to be safe.

Tick this box when complete	Step	Roadmap to Success	Who's responsible at this step?
<input type="checkbox"/>	1	Discuss and decide on a project, with your instructor and TA. Write your entire project proposal form, using the template. Demonstrate that you have thought through the elements of safety and animal care in your proposal (i.e. be detailed). Safety: Explain all the risks you may encounter and how you will prevent and manage those risks if they arise. Animals: explain your experimental protocol i.e. what you will be doing with the animals. 	You
<input type="checkbox"/>	2	Get approval from your instructor. Your instructor will approve the science element of the project and should approve it before any other department does. This is because if the project changes, it will need to be approved by all departments again. 	Your instructor must indicate that the project is ready to go through the BMSC approval process
<input type="checkbox"/>	3	Send the project proposal to <a href="mailto:university@bamfieldmsc.com">university@bamfieldmsc.com</a> for approval (with file named correctly). UP will simply check that the equipment is on hand and that we hold permits for proposed sampling locations and activities. UP will contact you if changes need to be made. If so, make those changes ASAP and re-submit to UP. 	University Programs*
<input type="checkbox"/>	4	UP will forward your UP approved proposal to Animal Care with you CCed. Animal Care will contact you if changes need to be made. If so, make those changes ASAP and re-submit to Animal Care. 	Animal Care*
<input type="checkbox"/>	5	Animal Care will forward your AC approved proposal to the Diving and Safety Officer with you CCed. The Diving and Safety Officer will contact you if changes need to be made. If so, make those changes ASAP and re-submit to the Diving and Safety Officer. 	Diving and Safety Officer*
<input type="checkbox"/>	6	When you hear from the Diving and Safety Officer that your project is approved, you are free to go do science and have fun!	You!

\*You are also responsible at these steps to follow up with the contact (ensure they received the proposal), discuss changes to be made, make them in a timely fashion and resubmit. Keep an eye on your email.