

**DEPARTMENT OF EVOLUTION AND ECOLOGY**  
**UNDERGRADUATE RESEARCH STUDENT SIGN UP/CREDIT INSTRUCTIONS - CBSSURE**

September 2021

***EVE Research Unit URLs:***

***EVE Website for research unit/credit instructions:*** <https://eve.sf.ucdavis.edu/research-credit>  
***CBSSURE:*** <https://cbsapps.ucdavis.edu/CBSSURE/Eve/Student>

As of Fall Quarter 2021, the EVE Department utilizes the College of Biological Sciences CBSSURE undergraduate research unit sign up system for all undergraduate students earning research units under the mentorship of an EVE faculty member. CBSSURE is an online means of student submission of requests for research units. Only students authorized by their faculty mentor may access and sign up for EVE research unit credit.

**Instructions for the EVE undergraduate research student to utilize the CBSSURE research unit sign up system:**

- 1. Touch bases with your EVE faculty research mentor to discuss that you would like to sign up for EVE research units. The student and faculty member will agree upon the fields that will then be entered in CBSSURE: Topic (the topic for the research); Course Plan (precise explanation of the work to be undertaken, i.e., subject matter, format, texts, reading, tasks to be performed); and Grading Criteria (explanation of the criteria for awarding a passing grade). Your faculty mentor may have set up pre-fill options for you to select from; please ask them about this option before accessing CBSSURE. After receiving agreement from your faculty mentor...**
- 2. EVE research students are to initiate their research unit credit sign up in CBSSURE! Please access the CBSSURE system via the student URL: <https://cbsapps.ucdavis.edu/CBSSURE/Eve/Student>.**
- 3. Enter all research information as required in CBSSURE. This information is entered as agreed upon between the student and the faculty mentor. Entries will include: Topic (enter the topic for the research); Course Plan (explain precisely the work to be undertaken, i.e., subject matter, format, texts, reading, tasks to be performed); and Grading Criteria (explain criteria for awarding a passing grade):**
- 4. Once the student enters and submits the information in CBSSURE; automated emails via CBSSURE are routed to approvers in the EVE Department. Once CBSSURE routing and approvals are complete, the student will receive an approval email which contains their CRNs to register for their applicable EVE research unit(s).**

**Please sign up for the applicable type of research unit – described here:**

**EVE 099: Lower division research unit course for students who have not yet earned 84 units**

**EVE 199: Upper division research unit course for students who have earned a total of 84 units**

**--Students earning EVE 199/upper division research units will also automatically earn**

**EVE 189 (1 unit – faculty mentorship). Upper division research unit students will sign up for both EVE 189 and EVE 199.**

**--The EVE 199 unit value is calculated in this manner: for every 3 hours per week the student participates in research = they earn 1 unit (30 hours per quarter total = 1 unit).**

**EVE 000: for students who do not wish to earn units – this is only for administrative tracking of research students in a lab.**

If you have questions, Sherri Mann, [smmann@ucdavis.edu](mailto:smmann@ucdavis.edu), may be able to assist, but otherwise please contact CBSSURE help staff: [CBSSURE Help CBS-SureRequest@ou.ad3.ucdavis.edu](mailto:CBSSUREHelp@ou.ad3.ucdavis.edu).

***Enjoy your research!***

