Long Island University

Doctoral/Master's Program Research Project Request Form

For using Anthology Baseline

Dear Faculty Member: You can request a Campus Labs/Anthology Baseline account for a student under your guidance ***ONLY completing the following steps:***

a) You, the Faculty advisor (Doctoral Committee Chair or Master's Thesis Chair), must have your own Baseline departmental account. If you do not have one, please write to the University's Baseline Administrator Devabrata.Mondal@liu.edu to get one.

b) You, the Faculty advisor (Doctoral Committee Chair or Master's Thesis Chair), must help the student **complete the IRB process first**, and have received an approval memo from the IRB, naming the project and giving an approval number.

c) You, the Faculty advisor (Doctoral Committee Chair or Master's Thesis Chair), must then set up ("request" or "open") the project on Baseline. In the "Notes" section of the set-up wizard, include the following:

> **This project requires that access be restricted to project investigators only, and should be put in the Department for Projects Requiring Confidentiality.**
>
> **Only the following people should have access to this project: [insert your University email address and the student's University email address.]**

d) Once the project has its own Project Dashboard page (generally a few days later), you can then email the University's Baseline Administrator for the account for the student. You must send a copy of this completed form and a copy of the IRB Approval Memo at that time.

e) The University's Baseline Administrator will then set up the account for the student and send the student the introductory email about the platform. The student will then be able to access/work on their project.

IRB Approved Project Title:

IRB Project Number:

IRB Approved Data Collection Begin and End Dates: From

Student Name:

Student LIU Email Address:

I am responsible for the supervision of this student and this research project.

Research Chair Signature

Research Chair LIU Email Address:

Research Chair Department: