Instructions & Routing Procedure
Step 1: Student Setup - The student must complete **Section I** (Student & Registration Information) **first**.
Step 2: Faculty Collaboration - The student must meet with the Faculty Supervisor to collaboratively complete **Sections II, III, IV, and V**.
***Note**: Do not fill out the Project Scope, Data Strategy, or Execution Plan without direct input from your supervisor.*
Step 3: Signature Workflow - Once the form is complete, obtain signatures in the following **strict order**:
1- Student (Sign first)
2- Faculty Supervisor
3- Department Chair
4- CI Advisor (Complete this form and submit it to the College of Information advising office at: ci-advising@unt.edu)
(*) Indicates a required field.

I. Student & Registration Information

Today's Date [MM, DD, YYYY] *:

Student Name [Last, First, Middle] *:

Student ID (8-Digit ID) *:

Semester/Year (e.g., Fall 2026) *:

Course Number (e.g., DTSC 5902) *:

Credit Hours [1-3] (Note: 1 Credit ≈ 50 hours of work) *:

Faculty Supervisor *:

In-Person or Online *:

II. Project Scope

Proposed Title *:

Project Type (Select one) *:

- ◉ Research/Theory
- ○ Applied Data Science/Tool Building
- ○ Literature Review (Publication Track)
- ○ Entrepreneurial / Startup MVP

Project Abstract & Objectives *:
(Briefly describe the problem statement, methodology, and 2-3 specific learning objectives.)

III. Data & Resources

1. Data Source Strategy:

Source *: ☐ Public Repo ☐ Web Scraped ☐ Proprietary ☐ Human Survey

Compliance *: Does this project require **IRB Approval** (Human Subjects) or a **Data Use Agreement**?

☐ No

☐ Yes *(If Yes, project cannot begin until approval is attached)*

2. Technical Requirements:
Does this project require High-Performance Computing (HPC), GPU clusters, or paid API keys *?

☐ No (Personal laptop is sufficient)

☐ Yes (Specify resource provider):

IV. Execution Plan

1. Deliverables (Course Requirements) *:

(What specific artifacts will be submitted for a grade *?)

☐ Final Technical Report

☐ Codebase / GitHub Repository

☐ Cleaned Dataset

☐ Publication-Ready Manuscript

☐ Working Prototype/App

2. Grading Breakdown (Must total 100%) *: *(Edit percentages as agreed upon with supervisor)*

Process & Accountability *: % *(Includes: Bi-weekly status updates, meeting attendance, and communication)*

Milestone 1 (Proposal / Data Acquisition) *: %

Milestone 2 (Preliminary Results / Alpha Draft) *: %

Technical Deliverable (Code / Model / MVP) *: % *(Includes: Code quality, documentation, and reproducibility)*

Final Written Report / Manuscript *: %

V. Approvals

By signing below, the student agrees to complete the deliverables listed above by the end of the semester.

Student Signature * **Date**

Faculty Supervisor Signature * **Date**

Department Chair Signature * **Date**

CI Advisor Signature * **Date**