

Step by Step Checklist for Student Dissertation Proposals in the BCOE

1. ____ After the dissertation proposal defense and after the student has made changes for the dissertation committee based on feedback at the defense, the committee members will sign and date the proposal approval sheet and deposit it with all signatures and dates in the student's Department Office.
2. ____ Student must send proposal to the student's Department Office. Student should create his/her IRB proposal and upload appropriate paperwork to IRBNet. The proposal cannot leave the Department without IRB approval (or exemption or not human subject research decision) and the Department Chair's approval.
3. ____ Once proposal is revised per the Department Chair's requests and IRB approval is granted, the student in conjunction with his/her Dissertation Committee Chair will send to the student's Department Office the following:
 - a) IRB Approval (or Exemption or Not Human Subject Research) Letter
 - b) Revised Proposal
 - c) Turn-It-In.com report (with Exclude Quotes, Exclude Bibliography, and Exclude Matches < 3 words)
4. ____ The student's Department Office will submit to the Dean's Office the following:
 - a) IRB Approval (or Exemption or Not Human Subject Research) Letter
 - b) Proposal (Publication-ready, in terms of editing)
 - c) Proposal Approval Sheet with All Signatures and Dates
 - d) The Turn-It-In.com report
5. ____ Once the Associate Dean reviews the proposal, revisions may be requested. The Associate Dean's Office will send all requested revisions to the student's Department Office. When the number of requested revisions is small, the Associate Dean will sign the proposal approval sheet with signature and date and the Dean's Office will return the proposal and proposal approval sheet to the student's Department Office. When the number of requested revisions is large, the Associate Dean will send the proposal and proposal approval sheet without signature or date to the student's Department Office and review the revisions before signing and dating the proposal approval sheet.
6. ____ The student in conjunction with his/her Dissertation Committee Chair will make all requested revisions. For each review cycle, the student is responsible for sending the proposal to the Department Office.
7. ____ Once the student's Department Office sends the proposal and proposal approval sheet to the CGPS, the student's Department Office will notify the student and his/her committee that data collection can begin.

At this time, the Dean's Office requests proposals and proposal approval sheets to be sent as paper and e-copy. IRB approval and Turn-It-In reports may be sent only as e-copy.

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Approved by Department Chairs and Dean's Office