

Chair Checklist

1. Review [College of Graduate and Professional Studies](#) Documents
 - a. [Steps for Completing a Thesis](#)
 - b. [Responsibilities of Students, Chairs and Committees](#)
 - c. [Critical Dates](#)
2. Complete CITI Training and register for IRBNet
3. Create Committee
 - a. Complete [Approval of Thesis Committee Form /Approval of Research Committee Form](#)
 - i. Requires signatures from Chair, Committee, Department Chair, Deans
 - b. Complete Research Project Committee Form
 - i. Requires signature from Chair, Committee (total of 2 members minimum)
 - c. Complete Thesis/Research Project Completion Contract
 - d. Complete Authorship Agreement Form
4. Committee Brainstorming Meeting
 - a. Recommended when students are enrolled in ATTR 691/PASS 655 (prior to Chapter 3 outline draft deadline – 1st week in November)
5. Guide Development of Chapters 1 – 3
 - a. Coordinate meetings and communication of drafts with committee members
 - b. See [Thesis & Project Resources](#) for information on formatting/content
6. Complete [Authorship Form](#) for any potential manuscripts that may result from thesis/project
7. Seek grant funding for theses/projects
8. Complete and coordinate **Semester Timeline and Accountability Criteria** each semester a student is enrolled in ATTR 699/698, OCH 798, PASS 655, PHTH 891.
 - a. Use [Suggestions for Developing Research Contract and Evaluative Criteria](#) to complete.
9. Schedule Pre-Proposal Committee Meeting (recommended prior to proposal)
10. Schedule and coordinate Thesis/Research Project Proposal Presentation
 - a. Public Announcement Required (at least one-week notice should be provided)
 - i. All graduate students, faculty, and clinical staff should be informed about the presentation in advance. The chair should work with departmental staff to schedule a room and time for the presentation (or can delegate the responsibility to the student).
 - b. Complete [Approval of Thesis Proposal Form /Approval of Research Project Form](#) (draft of Chapters 1-3 must be attached)
11. Draft and submit [IRB Application](#) to Department IRB and Grant Review Committee
 - a. IRB Forms are located on [IRBNet](#)
 - b. Anticipate 1 week per internal review
 - c. Upon Department Committee and Chair approval, submit application via [IRBNet](#)
12. Oversee data collection
13. Schedule and coordinate Thesis/Research Project Defense Presentation
 - a. Public Announcement Required (at least one-week notice MUST be provided)
 - i. The CGPS, graduate students, faculty, and clinical staff MUST be informed about the presentation ONE WEEK in advance. The chair should work with departmental staff to schedule a room and time for the presentation (or can delegate the responsibility to the student).
 - b. Complete [Approval of Thesis Defense Form/Approval of Research Project Defense Form](#) (Final draft must be attached)
14. Submission of electronic thesis/dissertation