DISSERTATION PROPOSAL PACKET

Included in this packet, you will find information and forms related to submitting your dissertation proposal to the Graduate School/Thesis & Dissertation Services (TDS) for review. Before moving forward with the submission process, make sure you meet the following eligibility requirements:

- ✓ I am registered in 718 for the current semester;
- ✓ My Dissertation Committee Selection Form has been submitted to the Graduate School/TDS and it has been approved by the Dean of the Graduate School;
- ✓ I scheduled my proposal defense with the Graduate School and held the defense on the date listed on the schedule form;
- ✓ My proposal has been approved by my advisor and committee, the department head, and the college dean;
- ✓ I have received approval to conduct this study from the appropriate research compliance review board (IRB, IACUC, or IBC), as applicable;
- ✓ I have completed all required ethics training through CITI;
- ✓ My proposal follows the formatting requirements of the Graduate School as set forth in the thesis/dissertation template and the Graduate School's Thesis and Dissertation Formatting Guide, as well as the style requirements described in the most current edition of my chosen style guide, unless otherwise noted; and
- ✓ My advisor agrees that I have made all necessary changes to my document and that I am ready to submit the proposal for Graduate School/TDS review.

If you are unsure if you meet the above requirements, please consult your advisor.

DISSERTATION PROPOSAL APPROVAL FORM

Student Information

Student Name: _____ CWID: _____ Date: _____

LeoMail: _____ @leomail.tamuc.edu   Degree: ☐ PhD ☐ EdD Program: _____

Title of Dissertation Proposal: _____

_____

Name & edition of the style manual used to write the proposal: _____

Compliance Information

All students are required to be in compliance with University and A&M System regulations regarding responsible conduct in research and scholarship, the protection of human subjects, animal care and use, and biosafety and export control. As a result, students are required to meet the following requirements before submitting the proposal for TDS review:

1. All students, regardless of topic or discipline, are required to complete Responsible Conduct in Research (RCR) Training through CITI and provide proof of completion.
2. Students using protected subjects (humans or vertebrate animals) or hazardous materials are required to seek approval from the appropriate safety committee (IRB, IACUC, or IBC, as applicable) prior to data collection and prior to submitting to the Graduate School/TDS.

My research (indicate one):

☐ **If you answer yes to any of the following questions, IRB (hyperlink provided) review and approval is required**:

Does this proposal require any communication or interpersonal contact between the researcher and human subjects (e.g., in-person, mail, telephone, online surveys, etc.)?
_____ YES _____ NO

Does this proposal require any physical procedures or manipulations of human subjects or their environment (e.g., use of devices, cognitive tasks, exercise studies, etc.)?
_____ YES _____ NO

Does this proposal require access to private information (e.g., medical records, student records, employee files, observation, or recording in a private setting, etc.)?

_____ YES   _____ NO

Does this proposal require individually identifiable information (e.g., identity of individual subjects may be ascertained either directly or indirectly)?

_____ YES   _____ NO

☐ **If you answer yes to any of the following questions, IBC (hyperlink provided) review and approval is required:**

Does this proposal require the use of any biological agents such as microorganisms (e.g., bacteria, yeast, fungus, etc.)?

_____ YES   _____ NO

Does this proposal require the use of any biological agents and materials containing human pathogens (e.g., human primary cells or cell lines, human blood, blood derivates, unfixed human tissues)?

_____ YES   _____ NO

Does this proposal require the use of any biological agents potentially affecting humans?

_____ YES   _____ NO

Does this proposal require the use of any biological agents potentially affecting animals?

_____ YES   _____ NO

Does this proposal require the use of any biological agents potentially affecting plants?

_____ YES   _____ NO

Does this proposal require the use of biological toxins?

_____ YES   _____ NO

Does this proposal require the use of select agents and toxins (e.g., exempt strains and exempt quantities of toxins)?

_____ YES   _____ NO

Does this proposal require the use of any material needing a CDC or USDA permit?

_____ YES   _____ NO

Does this proposal involve the use of, but not the creation of, recombinant agents?

_____ YES   _____ NO

Does this proposal involve cloning in bacteria or yeast that is potentially pathogenic to humans, plants, or animals?

_____ YES   _____ NO

Does this proposal involve the use of viral vectors or viruses?

_____ YES   _____ NO

Does this proposal involve the creation of transgenic animals?

_____ YES _____ NO

Does this proposal involve the creation of transgenic plants?

_____ YES _____ NO

Does this proposal involve the use of transgenic animals or plants (excluding the use of commercially obtained transgenic rodents kept at BL-1)?

_____ YES _____ NO

☐ **If you answer yes to any of the following questions, IACUC (hyperlink provided) review and approval is required:**

Does your proposal include exposure to animals, unfixed tissues, cells, or body fluids?

_____ YES _____ NO

Does your proposal include providing routine care for animals used in research or teaching. Please list each animal species you will be working wit

_____ YES _____ NO

☐ **My study does not meet the requirements to seek approval from IRB, IACUC, or IBC.**

By signing, I affirm that the above information is correct, and I understand that if I fail to seek approval from the appropriate safety committee prior to data collection, I will not be permitted to use the data in my final dissertation.

Student Signature: _____ _____ Date:_____
                                       (print name)   (signature)

By signing below, I affirm that I have reviewed with the student the appropriate safety compliance requirements, and that I have communicated to the student that if all requirements are not followed, the student will not be permitted to use the data in the final dissertation.

Advisor Signature:_____ _____ Date:_____
                                       (print name)   (signature)

Dissertation Proposal Approval

By signing below, we, the committee, affirm that we have read the proposal document and agree that it is adequate in scope and quality as a dissertation for this graduate degree. We approve the student's proposal document and agree the student is ready to move forward in the dissertation process.

Advisor: _____ _____ _____
(print name)   (signature)   (date)

Member: _____ _____ _____
(print name)   (signature)   (date)

Member: _____ _____ _____
(print name)   (signature)   (date)

Member: _____ _____ _____
(print name)   (signature)   (date)

Member: _____ _____ _____
(print name)   (signature)   (date)

Signatures below indicate approval of the above recommendation.

Department Head: _____ _____ _____
(print name)   (signature)   (date)

Dean of College: _____ _____ _____
(print name)   (signature)   (date)

By checking a box below, the Dean of the Graduate School indicates approval or disapproval of the proposal document. If approved, it is with the understanding that all TDS recommendations for revisions regarding Graduate School formatting are completed upon submission of the final dissertation. It is the responsibility of the student with his or her committee to ensure the document meets all style requirements, follows the rules of English grammar, and does not violate any copyright laws.

☐ APPROVED   ☐ DISAPPROVED

**ADVISOR'S APPROVAL TO SUBMIT DISSERTATION PROPOSAL
FOR GRADUATE SCHOOL/TDS REVIEW**

Student Name: _____ CWID: _____

Advisor Name: _____ ☐PC or ☐MAC (please check one)

Style Guide: _____ Version of MS Word: _____

Below is a checklist of every item to be included in your submission packet. **Incomplete packets will not be accepted**. All forms and documents must be submitted electronically via email by the student to the Graduate School/TDS at TDS@tamuc.edu.

☐ Dissertation Proposal saved as a Word document, electronic version

☐ Dissertation Proposal Approval Form

☐ Advisor's Approval to Submit Form

☐ CITI Training Reports (RCR plus additional as needed)

☐ IRB, IACUC, or IBC Approval Letter (as applicable)

☐ iThenticate Report

This form is to be used after the proposal defense is completed to signify all revisions suggested by the committee, the department head, and the college dean have been made and that the revised proposal has been reviewed by my advisor.

Please sign below to certify the following:
- All revisions suggested by the student's advisor and the committee at the time of the proposal defense have been made.
- The advisor has reviewed the revised proposal and grants approval to submit it to the Graduate School/TDS for review.
- The proposal conforms to the Graduate School's thesis/dissertation template and the Thesis and Dissertation Formatting Guide, the chosen style manual as specified above, and conforms to the general rules for grammar, syntax, and mechanics.
- All rules and processes regarding data collection have been followed.
- The proposal submission packet is complete as specified above.

_____ _____
Signature of Student   Date

_____ _____
Signature of Advisor   Date

Information Regarding the iThenticate Analysis

All students are required to submit a copy of their iThenticate Similarity Analysis to the Graduate School/TDS as part of the proposal submission packet.

All graduate faculty members should have access to iThenticate through the university's license. If your advisor does not currently have access, he or she may contact TDS (TDS@tamuc.edu) to learn how to obtain the required licensure. Students are not permitted to upload their own papers.

Before providing a copy of your proposal to your advisor for analysis, please remove the following pages. Including the above pages will inflate your score and increase the file size of the report.

- Preliminary pages (all pages numbered with lowercase Roman numerals)
- References
- Appendices
- Vita

If your paper receives a similarity score above 12% (or individual matches of 3% or more), please have your advisor review the document to see if any part of the paper needs to be revised for unoriginality. If your advisor believes the similarity score is not the result of unoriginal writing, he or she may write a brief explanation for the higher score. Please include the explanation in your dissertation proposal packet submission.

For additional information on the purpose and use of iThenticate, please see the iThenticate page on the TDS website:
http://www.tamuc.edu/academics/graduateSchool/Thesis%20and%20Dissertation%20Services/avoiding-plagiarism.aspx