



## THESIS PROPOSAL PACKET

Included in this packet, you will find information and forms related to submitting your thesis 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:

- ✓ My Thesis Committee Selection Form has been submitted to the Graduate School/TDS and it has been approved by the Dean of the Graduate School;
- ✓ My proposal has been approved by my advisor and committee, the department head, and the dean of the college;
- ✓ 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 my chosen style guide; and
- ✓ My advisor agrees that I have made all necessary changes 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.



## THESIS PROPOSAL APPROVAL FORM

### Student Information

Student Name: \_\_\_\_\_ CWID: \_\_\_\_\_ Date: \_\_\_\_\_

LeoMail: \_\_\_\_\_ @leomail.tamuc.edu Degree:  MS  MA  SSP Major: \_\_\_\_\_

Title of Thesis 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 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 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 derivatives, 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 with

\_\_\_\_\_ 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 thesis.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) (signature)

**By signing, 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 thesis.**

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name) (signature)

## Thesis 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 thesis for this graduate degree. We approve the student's proposal document and agree the student is ready to move forward in the thesis process.**

Advisor: \_\_\_\_\_  
(print name) (signature) (date)

Member: \_\_\_\_\_  
(print name) (signature) (date)

**Signatures below indicate approval of the above recommendation.**

Department Head: \_\_\_\_\_  
(print name) (signature) (date)

College Dean: \_\_\_\_\_  
(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



## 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](mailto: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 thesis 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>