



The Honor College Process for Thesis Proposal

Submission of the thesis proposal is a major step in the academic history of a honor college student with a thesis at Texas A&M University-Commerce. Below are guidelines to help you navigate through this important time. Students are expected to uphold the highest standards of research conduct and strictly adhere to all federal, state, and local regulations involving research.

To ensure integrity and compliance in research, all students involved in research activities must successfully complete training in **Responsible Conduct in Research and Scholarship** (http://www.tamu-commerce.edu/gradschool/research/responsible_conduct_training.asp). Additional training is required for individuals (see #2 below) whose research involves human or animal subjects. Completion of #1 and #2 (if applicable) and A&M-Commerce Institutional Review Board (IRB) or Animal Care and Use Committee (IACUC) approval must be achieved before you submit your thesis proposal. Only students who have met the above applicable requirements will be eligible to obtain proposal approval. Proposal approval, not submission, by the Honors College is required before any research/studies may be conducted.

Prior to submitting your thesis proposal:

1. You must complete the online training for **Responsible Conduct in Research and Scholarship** (<http://www.tamuc.edu/research/compliance/responsible-conduct-of-research-training.aspx>) before you submit your schedule form. Attach a copy of the certificate of training to the schedule form. **This training is required of all thesis students and is good for three (3) years.**

Prior to collecting data:

2. You must complete the following if your proposed research/study involves:
Human Subjects: Human Subjects research is defined as a systematic investigation designed to develop or contribute to generalize knowledge, which involves the collection of data from or about living human beings. In addition, all student research involving human subjects outside the classroom is considered to be in this category (see <http://www.tamuc.edu/research/humanSubjectsIRB.aspx>).
 - a. You must complete the Human Subjects online training **and** gain approval for the inclusion of human subjects in your research/study from the IRB for the Protection of Human Subjects. The online training can be accessed at the following website: <http://www.tamuc.edu/research/compliance/human-subjects-research.aspx>
 - b. You must gain IRB approval for your study. The process to gain approval from the IRB includes completion, submission, and revisions (if required by your Departmental IRB Representative and/or IRB) of the IRB protocol form (see <http://www.tamuc.edu/research/humanSubjectsIRB.aspx>). IRB protocol forms must be submitted to the Office of Sponsored Programs through your departmental IRB representative. Final approval for the inclusion of human subjects in your research/study rests with the IRB.
Animal Subjects: Animal subjects are defined as any live, vertebrate animal (see <http://www.tamuc.edu/research/animalCare.aspx>).
 - a. You must complete the Animal Subjects online training **and** gain approval for the inclusion of animal subjects in your research/study from the Institutional for care of use of animals. The online training can be accessed at the following website: <http://www.tamuc.edu/research/compliance/laboratory-animal-welfare.aspx>
 - b. You must gain IACUC approval for your study. The process to gain approval from the IACUC includes completion, submission, and revisions (if required by the IACUC) of the IACUC protocol form (see Research Protocols Form A at http://www.tamuc.edu/research/compliance/AUP%20Creation/Protocol_Step_1.aspx). IACUC protocol forms must be submitted to the Office of Sponsored Programs. Final approval for the inclusion of animal subjects in your research/study rests with the IACUC. Attach IACUC approval email to schedule form.
3. Submit the attached form (filled out and all signatures), all training completion certificates, IRB, or IACUC emails and copy of thesis proposal to The Honor College after your thesis proposal defense and **no later than one semester prior to your intended graduation**. It is the responsibility of the student to get all required signatures.

If you have any questions concerning the training or IRB, please contact **Ms. Mona Gilley** at researchcompliance@tamuc.edu or 903/886-5143.

Honors College
Proposal Pre-Defense Form

This form must be submitted to and approved by the Dean of the Honors College in order to schedule your proposal defense. **If your research/study involves human subjects and/or vertebrate animals, you must not have any contact with your subjects until this form is approved.** It is the responsibility of the student to get all required signatures. An electronic copy of the thesis proposal must be emailed to Dr Green at raymond.green@tamuc.edu.

STUDENT INFORMATION

Student Name: _____ CWID: _____ Date: _____

Address: _____

Email: _____ Degree: _____ Major: _____

Title of Thesis Proposal: _____

Second Committee Member: _____

COMPLIANCE REQUIREMENTS

All students are required to be in compliance with University and the TAMU System regulations regarding responsible conduct in research and scholarship, the protection of human subjects, animal care and use, bio-safety and export control. As a result, students are required to complete the following before submitting this thesis proposal form.

1. **All students are required to complete the online training for the *Responsible Conduct in Research & Scholarship* (attach certificate of completion of training to this proposal pre-defense form).**
2. **If human or animal subjects are involved in this proposed research/study you must meet the appropriate requirements listed below prior to you having any contact with human subjects/animals.**
 - a. Completion of the online training for the appropriate area, human subjects or animal care and use (attach certificate of completion of the training to this proposal pre-defense form).
 - b. Approval must be gained by the appropriate committee: (1) Institutional Review Board for the protection of human subjects or 2) Institutional Animal Care & Use Committee for animal care and use.

This research/study (select one):

_____ Involves Human Subjects (Human Subjects research is defined as a systematic investigation designed to develop or contribute to generalize knowledge, which involves the collection of data from or about living human beings. In addition, all student research involving human subjects outside the classroom is considered to be in this category.)

_____ Involves Animal Subjects (Animal subjects are defined as any live, vertebrate animal)

_____ Does not involve Human or Animal Subjects

Student's Signature: _____

Approval to Schedule Proposal Defense

Major Advisor: _____
(print) (signature)

Dean of Honors: _____
(signature) (date)

