Checklist: Proposal of Thesis/Dissertation

1. _____ **STUDENT** conducts preproposal meeting(s) where the **committee** can give significant input into the proposed purpose, hypothesis(es), experimental design, methodology, and statistical analysis.

2. _____ **STUDENT** uses the GSH Appendix 6.3 Writing Guidelines for writing the prospectus. Use the same title page formatting as outlined in the BYU Graduate Studies Gradprog - Resources - Formatting - Templates/samples for title page and preliminary pages OR go to https://gradstudies.byu.edu/academics/etd-instructions - ETD Instructions - Thesis and Dissertation Formatting Policy (1st here link = title page; 2nd here link = preliminary pages). Prospectus must be approved in Gradprog.

When the final version of the prospectus is complete

3. _____ **Committee** agrees to a date and time for the official Proposal meeting. Agreeing to a date and time indicates belief the prospectus is the final version and ready to be proposed and they agree to a time and location for the proposal to occur. *Note: All committee members must attend (refer to GSH 3.4 The Prospectus . . . The Proposal Meeting)*

4. _____ **STUDENT** submits a copy of the prospectus with the date and time for the Proposal meeting to the GRADUATE COORDINATOR **one week** prior to the proposal date. If approved, GRADUATE COORDINATOR e-mails *graduate secretary* that the Proposal meeting can be scheduled.

When the proposal has been approved by the graduate coordinator

5. _____ **STUDENT** submits Proposal Scheduling form to *graduate secretary* (at least five days in advance).

6. _____ *Graduate secretary* emails all graduate students and faculty to announce the proposal meeting.

7. _____ **STUDENT** discusses research needs with committee chair.

After a successful proposal

8. _____ **STUDENT** makes corrections as suggested by the **committee**.

9. _____ **STUDENT Committee** approves the *Proposal* in Gradprog. AIM is automatically updated with completion date after all faculty have approved.

10. _____ When the final version is approved, this indicates readiness for IRB submission and data collection. Student works with committee chair regarding research funding.

11. _____ **STUDENT** prepares and submits the IRB form (https://rao.byu.edu). *Note: Official university policy does not allow an IRB submission until after a successful proposal.*

12. _____ **STUDENT** completes all required safety training as advised by the **Committee chair**.

13. _____ **STUDENT** files copies of training certificates with the *graduate secretary* and with the **Committee chair**. Researchers are required to have a copy of these certificates. If the hard copies are lost, they cannot be regenerated without redoing the training.