

## Heads-up on Dissertation Proposal Submission/Approval:

*The following presents a general overview on the current process/timelines to complete a dissertation proposal, obtain IRB approval, and receive approval from the Graduate School to begin your research.*

1. Propsectus Submission/Defense: When chair approves, submit to the research committee. Must allow committee members two weeks for review. With rewrite, committee will require another two week time frame. If only minimal rewrite needed, committee may agree to plan a defense within that two week time frame. But all depends on agreement and availability of each member. That's the best scenario. Of course, student/chair does not want to enter a defense until all parties are comfortable with the document and believe that the defense will go smoothly. That's not to say that something may not come up at the defense that needs to be addressed further in the proposal. That's not unusual. If nothing major, committees will often agree to sign off on the proposal at that point without another round of formal review by the committee members - defer approval to the chair. However, that is subject to committee consensus.

2. IRB Submission: The research committee does not need to review/approve the IRB. Of course, the proposal and IRB must be in complete agreement. TWU IRB is completed electronically. Forms/instructions on TWU website (directions are specific to your chair's base campus). If student has external IRB approval, student can progress to TWU Dual IRB approval process. If not, student will complete entire TWU IRB form. Either form must be approved by Research Chair and submitted for review/approval by the Director of the School of OT. This will require at least a week. With Director's approval student can submit IRB form electronically to the respective campus-based IRB committee – must be aware of committee's set timelines for review (posted on the webpage). Expedited review - best turn around will be two weeks. Full review will require longer. The IRB committee often has a question or two to be answered. Response and review/approval by IRB committee will require approximately two more weeks. IRB must also include the IRB training certificates of the student, members of the research committee and any students who may be involved in data collection or analysis.

3. Submission to Graduate School: Student submits the approved TWU IRB along with the approved 10-page prospectus to Dean of the College of Health Sciences, Dr. Jimmy Ishee. His review/approval will take a minimum of 1 week. If approved, he will forward to Graduate School. Review will take about a week. You should receive formal mailed letter of approval to initiate the research study from the Graduate School within another week....

4. Begin your research as proposed and approved.

**Note: Be sure to check the Graduate School website regularly for style/formatting information on dissertation, submitting it to the graduate school, meeting deadlines for graduation, etc. Become intimately familiar with this site – critical information here!**

<http://www.twu.edu/gradschool/degree-completion.asp>

**Contact graduate school for help on correct format for your proposal/dissertation, find out deadlines, etc. Assistance is available – make use of resources at the beginning – same time, energy.**

**Avoid disappointment.**