**Prospectus Formatting & Submission Guide**

\*The prospectus should be submitted and approved no later than the semester before graduation.

After deciding upon the topic for a dissertation or thesis, in consultation with the research committee, the student submits a prospectus to the Graduate School. Although the committee may require a longer proposal, the prospectus filed in the Graduate School must be no longer than 10 pages **(references/works cited/bibliographies do not count toward these 10 pages)**.

**Formatting Your Prospectus**

 Your prospectus should follow the same style and formatting requirements that you will eventually use on your thesis/dissertation. For example, a font size of 10, 11, or 12 is acceptable. The font must be standard (such Arial, Times New Roman, Calibri, or Cambria), and the same font and font size must be used consistently throughout the prospectus. Additionally, text must be double-spaced throughout.

**What to Include in Your Prospectus**

The prospectus should briefly identify the following:

1. Title (If title changes, the research chair needs to notify the Assoc. Dean of Graduate School)

2. The purpose, the reason for the study’s validity or significance

3. The research methodology to be employed

**What to Include in Your Prospectus Submission**

 It is advised that all of these documents are submitted to the Graduate School at the same time. Hard or electronic copies are acceptable. Electronic copies can be sent to gradschool@twu.edu.

1. PDF/Printed copy of 8-10 page prospectus: References/works cited/bibliographies are not included in these 8-10 pages.

2. Prospectus Cover Sheet: The Prospectus Cover Sheet can be found under forms on the Graduate School website (<https://twu.edu/gradschool/forms/>), must bear Student name, TWU ID number, TWU email address, and the original signatures for all research committee members and department chair. In addition, depending upon the academic component, the signature of the academic dean may be required.

3. Completed RCR Training: All graduate students and their faculty advisors must complete RCR training through the Collaborative Institutional Training Initiative (CITI) online prior to initiation of research projects for professional papers, theses, and dissertations. Please visit the Compliance section of the Research and Sponsored Programs website page to complete RCR training.

4. IRB/IACUC Approval Letter (if applicable):

*IRB-* The research committee chairperson indicates on the prospectus cover sheet whether the study involves human subjects. If the study does involve human subjects, the prospectus submitted to the Graduate School should have attached a copy of the written approval from the Institutional Review Board. The guidelines of the Institutional Review Board are available on the IRB website.

*IACUC-* Students whose research involves live vertebrate animals must obtain approval from the Animal Care and Use Committee before the prospectus can be approved. Guidelines and application forms for the process are available in the Office of Research and Sponsored Programs.

5. Institution/Agency Approval (if applicable): Copies of written approval must accompany the prospectus from any agencies or institutions where the student proposes to conduct the research. These approvals should be on the letterhead of the agency and be signed by the appropriate authorities.

**Prospectus Approval**

 Once your prospectus has been reviewed and approved by the Graduate School, you will receive an official letter informing you of its approval. You must receive this approval from the Graduate School before your research can begin.