

University of North Dakota Graduate School

414 Twamley - P.O. Box 8178 - Grand Forks, ND 58202-8178
Phone (701) 777-2784; 1-800-CALL-UND (ext 2784); Fax (701) 777-3619

INSTRUCTIONS FOR TOPIC PROPOSAL OF INDEPENDENT STUDY, THESIS, DISSERTATION, PROJECT DESIGN, OR SCHOLARLY PROJECT

The proposal of a topic for an independent study, thesis, dissertation, project design, or scholarly project must be approved before a student may become a candidate for a degree. Students will not be permitted to graduate in the same semester or summer session in which they become a candidate and, therefore, must receive approval prior to their final semester. The proposal should be submitted and approved before substantial work on the topic is undertaken.

Students need approval from the Research and Program Development Office if the topic involves any of the below listed research. Your Topic Proposal will not be approved until approval is received from the appropriate committee. Please contact the Research and Program Development Office for information at (701) 777-4279 or www.und.edu/dept/orpd/

- IRB (*Institutional Review Board*) if the research involves human subjects. Contact: Office of Research & Program Development at (701) 777-4279 or www.und.edu/dept/orpd/
- IACUC (*Institutional Animal Care & Use Committee*) if the research involves animal subjects. Contact: Center for Biomedical Research (701) 777-4493
- IBC (*Institutional Biosafety Committee*) if the research involves the use of recombinant DNA or biohazardous materials. Contact: Office of Research & Program Development at (701) 777-4278 or www.und.edu/dept/orpd/
- RSHMC (*Radiation Safety & Hazardous Materials Committee*) if the research involves the use of radiation and hazardous materials. Contact: Safety & Environmental Health Office at (701) 777-3341 or 3216. The research must be done under an authorized faculty member.

The proposal must be in narrative style and include 1) a title, 2) a brief description of the nature of the problem or study, 3) the procedure or methodology to be followed, and 4) the anticipated results. The information presented should be such as to aid the advisor or advisory committee in ascertaining whether the problem or study is appropriate for the diploma or degree sought.

Using the page provided, type the proposal, secure the necessary approval signatures and submit the **original** to the Graduate School. **(Please try to keep the proposal to one page in length).** Non-thesis students need only their advisor's signature; all other students need the signatures of their entire committee. The advisor, department, and the student will receive an approved copy.

**THE PROPOSAL MUST BE FILED IN THE GRADUATE SCHOOL BEFORE
ADVANCEMENT TO CANDIDACY.**

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TOPIC PROPOSAL

Name _____ EMPL ID # _____
Address _____ Phone _____
_____ E-Mail _____
_____ Expected Graduation Date _____

Independent Study Thesis Dissertation Project Design Scholarly Project

Proposed Title: _____

The research involves Human Subjects: Yes No
If yes, IRB (*Institutional Review Board*) approval date: _____ Project #: _____
The research involves Animal Subjects: Yes No
If yes, IACUC (*Institutional Animal Care & Use Committee*) approval date: _____ Project #: _____
The research involves the use of recombinant DNA or biohazardous material research: Yes No
If yes, IBC (*Institutional Biosafety Committee*) approval date: _____ Project #: _____
The research involves the use of radiation & hazardous materials: Yes No
If yes, RSHMC - *Radiation Safety & Hazardous Materials / name of authorized faculty*: _____

If you have questions on the above requirements, please contact the appropriate committee:
IRB - human subject research - Office of Research & Program Development at (701) 777-4278 or www.und.edu/dept/orpd/

IACUC - animal research - Center for Biomedical Research (701) 777-4493

IBC - DNA or biohazardous material research - Office of Research & Program Development at (701) 777-4278 or www.und.edu/dept/orpd/

RSHMC - radiation & hazardous material research - Safety & Environmental Health Office at (701) 777-3341 or 3216

Advisor or Chair	Date	Committee Member	Date
Committee Member	Date	Committee Member	Date
Dean of the Graduate School	Date	Member-at-Large	Date

Non-thesis students need only their advisor's signature; all other students need the signatures of their entire committee.

In *narrative style*, describe the nature of the problem/study, the procedure or methodology to be followed, and the anticipated results (please keep the proposal to one page in length):