



## Process to Schedule Dissertation Proposal Defense

Scheduling of the dissertation proposal defense is a major step in the academic history of a doctoral student 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](http://www.tamu-commerce.edu/gradschool/research/responsible_conduct_training.asp)). Additional training is required for individuals (see #2 below) whose research involves human/animal subjects or biological agents. Completion of #1 and #2 (if applicable) and A&M-Commerce Institutional Review Board (IRB) or Animal Care and Use Committee (IACUC) or Institutional Bio-safety Committee (IBC) approval must be achieved before you submit your Schedule Form for the Dissertation Proposal Defense. Only students who have met the above applicable requirements will be eligible to schedule their proposal defenses. Proposal approval, not submission, by the Office of Graduate Studies and Research is required before any studies may be conducted.

### To be able to schedule your proposal defense:

1. You must complete the online training for **Responsible Conduct in Research and Scholarship** ([http://www.tamu-commerce.edu/gradschool/research/responsible\\_conduct\\_training.asp](http://www.tamu-commerce.edu/gradschool/research/responsible_conduct_training.asp)) before you submit your schedule form. Attach a copy of the certificate of training to the schedule form. **This training is required of all doctoral students and is good for only two (2) years.**
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://web.tamu-commerce.edu/academics/graduateSchool/faculty/humanSubjectsIRB/default.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://web.tamu-commerce.edu/academics/graduateSchool/humanSubjectsTraining.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.tamu-commerce.edu/gradschool/Compliance/IRB\\_Protocol\\_form.rtf](http://www.tamu-commerce.edu/gradschool/Compliance/IRB_Protocol_form.rtf) ). 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. Attach IRB approval email to schedule form.
  - Animal Subjects:** Animal subjects are defined as any live, vertebrate animal (see [http://www.tamu-commerce.edu/gradschool/research/animal\\_care.asp](http://www.tamu-commerce.edu/gradschool/research/animal_care.asp) ).
    - 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.tamu-commerce.edu/gradschool/research/animal\\_care\\_training.asp](http://www.tamu-commerce.edu/gradschool/research/animal_care_training.asp)
    - 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.tamu-commerce.edu/gradschool/research/animal\\_care.asp](http://www.tamu-commerce.edu/gradschool/research/animal_care.asp) ). 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.
  - Biological Agents:** If you use or plan to use the following in your research (see <http://web.tamu-commerce.edu/research/compliance/biosafety/> ).
    - Pathogens and potential pathogens of humans, animals or plants;
    - Materials potentially containing human pathogens (including human and non-human primate blood, tissue, and cell lines);
    - Recombinant DNA and RNA including creation or use of transgenic plants and animals;
    - Select agents and toxics listed by CDC
    - Any material requiring a CDC license to import or a USDA permit
3. Submit the attached form (fully filled out and signed) **and** any training completion certificates, IRB, IACUC, or Bio-safety approval emails to The Office of Graduate Studies and Research **by the 20th of the month preceding the month** in which the presentation of the Dissertation Proposal Defense is to be held. Should the 20th fall on Saturday or Sunday, the form must be filed on the Friday prior to the 20th. It is the responsibility of the student to get all required signatures.
  - a. You must complete Biosafety training online and gain approval from the IBC before commencing any work. On-line training can be accessed at <http://web.tamu-commerce.edu/research/compliance/biosafety/> .
  - b. The IBC approval for your study includes training, self-assessments, safety concerns, required biosafety levels, risk analysis, and emergency procedures. The detailed information can be found under Office of Sponsored Programs website. Final approval rests with the IBC, and the approval must be included in your application package.

If you have questions about the dissertation schedule form, please contact **Ms. Vicky Turner** at [Vicky\\_Turner@tamu-commerce.edu](mailto:Vicky_Turner@tamu-commerce.edu) or 903/886-5167. If you have any questions concerning the training or protocols, please contact **Ms. Mona Gilley** at [Mona\\_Gilley@tamu-commerce.edu](mailto:Mona_Gilley@tamu-commerce.edu) or 903/886-5143.

**Office of Graduate Studies and Research**

**Schedule Form for the Dissertation Proposal Defense**

This form must be filed in the Office of Graduate Studies and Research **by the 20th of the month preceding the month** in which the presentation of the Dissertation Proposal Defense is held. Should the 20th fall on Saturday or Sunday, the form must be filed on the Friday prior to the 20th. It is the responsibility of the student to get all required signatures.

**STUDENT INFORMATION**

Student Name: \_\_\_\_\_ CWID: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Title of Dissertation Proposal: \_\_\_\_\_

Date of Defense: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

**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, biosafety and export control. As a result, students are required to complete the following before submitting this schedule form for the Dissertation Proposal Defense.

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 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, and before your proposal defense will be scheduled.**
  - 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 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 and Use Committee for animal care and use or 3) Institutional Biosafety Committee (IBC) (**attach any IRB or IACUC or IBC approval emails**).

**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)

\_\_\_\_\_ Involves Bio-safety

\_\_\_\_\_ Does not involve Human, Animal Subjects, or Biosafety

Student's Signature: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

**Approval to Schedule Proposal Defense**

Major Advisor: \_\_\_\_\_  
 (print) (signature) (date)

Member: \_\_\_\_\_  
 (print) (signature) (date)

Member: \_\_\_\_\_  
 (print) (signature) (date)

Member: \_\_\_\_\_  
 (print) (signature) (date)

Member: \_\_\_\_\_  
 (print) (signature) (date)

Major Dept. Head: \_\_\_\_\_  
 (print) (signature) (date)

Minor Dept. Head: \_\_\_\_\_  
 (if applicable) (print) (signature) (date)



**ADVISOR'S APPROVAL TO SUBMIT PROPOSAL, THESIS OR DISSERTATION FOR GRADUATE SCHOOL REVIEW**

This approval form is to be used after defense of a proposal or final defense of a thesis or dissertation to signify all corrections have been made and the proposal or thesis or dissertation has been reviewed by the advisor.

After the defense of the proposal or thesis or dissertation and prior to a student submitting it to the Office of Graduate Studies and Research, the student must carefully revise and edit the document. This includes, but is not limited to, editing for mechanics and formatting and making all revisions required by the advisor and committee. After completing all revisions and editing, the student must provide a copy of the revised document to the advisor for review. The advisor must sign this form to signify review of the revised and edited document and approval for submission for Graduate School review. This form must be submitted with the corrected proposal or thesis or dissertation and the committee defense approval form to the Office of Graduate Studies and Research. All forms and documents must be submitted at one time.

Style guide followed for formatting of proposal, thesis or dissertation: \_\_\_\_\_

I have reviewed and made all corrections to my proposal/thesis/dissertation indicated by my advisor and committee. In addition, I have reviewed and adhered to the above stated style manual for formatting and style issues.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Student id. no.

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This is to certify that I have reviewed the student's proposal/thesis/dissertation for completion of all required corrections, adherence to APA, MLA, or style guide standards and authorize that it is ready for external review. I approve the submission of the proposal/thesis/dissertation to the Office of Graduate Studies and Research.

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name

