

PROPOSAL APPROVAL FORM

For Research Leading to a Doctoral Dissertation, Master's Thesis or MFA

Submit the completed form electronically to dissert@ilstu.edu or in person to the Graduate School, Hovey 208. After review and approval in the Graduate School, copies will be returned via ISU email to the committee, to the department/school, and to the student.

Please complete all sections of this form.

Protocol/Compliance: Please read this information carefully.

Note: Copyright Checklist and Approval: You must seek permission from the rights holder whenever you reprint or adapt any work protected by copyright. It is your responsibility to follow all applicable laws regarding copyright as you prepare your thesis or dissertation. We encourage you to contact the university copyright officer (copyright@ilstu.edu) who will be happy to discuss your responsibilities with you.

Fortunately, no one expects you or your committee to be an expert on copyrights. The checklist in this section will help you determine, for the most part, which material you need permission to use. If you plan to use any of the material described in this section, obtain the signature of the university copyright officer for the material you are using. Note that if after starting your research you later insert any of the items listed in this section into your work, you will need to schedule a further consultation with the university copyright officer, discuss the new item, obtain her/his signature, and, if necessary, obtain a further permission. This includes items you may insert between your defense and the final deposit with the Graduate School of your work. If at any time you are unsure how to proceed, [check with the university copyright officer](#).

For more information regarding copyright, permissions, and thesis/dissertations, please view [Copyright Law & Graduate Research](#).

Graduate Committee Information:

University regulations require that members of the committee conform to the following:

- *all are members of the ISU Graduate faculty
- *at least one chair and a majority of all members hold full membership on ISU Graduate Faculty
- *the majority of members come from the student's department/school

If any member of the committee does not meet the above criteria, complete the exception information in section 6.

To check ISU graduate faculty status, see the lists of full and associate members on the Graduate School [website](#) or check with the Graduate School.

Required Signatures - Obtain the additional signatures required before submitting to the Graduate School for the final approval. This includes the copyright officer's signature in section 5 of this form, if applicable, as well as the signatures of each member of your committee in section 6, and the signature of your department chair/school director.

(1) First Time Submission/Revision This is the first-time submission This is a revised submission**(2) Student Information**

Student's Name _____ UID _____ Student's ISU email _____ @ilstu.edu _____ Department/School _____

Degree Type Expected (e.g. M.A., M.S., Ph.D.) _____ Phone Number _____

Mailing address _____

(3) Tentative Title of Research Project**(4) Compliance Requirements**

Collaborative Institutional Training Initiative (CITI) training is required of all graduate students prior to submitting the Institutional Review Board (IRB) protocol or the Institutional Animal Care and Use Committee (IACUC) protocol. No part of a research project may begin until IRB or IACUC approval is received.

(5) Copyright Checklist

Please check the box preceding the statement if your thesis or dissertation does (or will) contain any of the following items. Check the box whether or not you purchased the item, received permission to use it in the research, and/or believe you may use it without permission).

- Image/s originally produced by another person (including but not limited to photographs, graphs, graphics, charts, diagrams, ads, artwork, maps or drawings) whether found in print or online
- Image/s that you traced, redrew, adapted from or based on images originally produced by someone else whether found in print or online
- online Survey/s, instrument/s, questionnaire or tool/s originally prepared by someone else, whether found in print or online
- Any survey, instrument, questionnaire, tool, or image that you modified from, adapted from, or otherwise based on an item originally created by someone else, whether found in print or online
- Entire poem/s or song/s, whether found in print or online
- Segment/s from poems or songs, whether found in print or online
- Significant portions of books or articles, whether literary or non-literary, whether found in print or online (generally "significant" is more than one and one half single-spaced pages)
- Work that you produced for an employer or on a grant
- Work that you previously published
- Work that has been accepted for publication
- Work produced with co-authors, whether published or unpublished
- I have not used or expect to use any of the items described above in my paper. Skip to section 6 if you did not check any of the items above.

If you checked one or more items, you are required to consult with the copyright officer for advice and to obtain her/his signature before you submit this form. You may need to obtain permission letters to use the material described above.

To be completed by copyright officer:

- I have discussed this checklist with the student and advised her/him that no permissions letters are required.
- Permissions are required. The student has now obtained all appropriate and necessary permission in writing and has attached them to this form.

Copyright Officer Name, Printed

Signature

Date

(6) Graduate Committee Information

The following members have been appointed to serve on this committee and have approved the proposal. These signatures do not indicate approval of the finished project.

- -Please type or print legibly - -

- -Please sign - -

Chair of committee _____
 Name Dept./School Signature Date

ISU Graduate faculty: full member

Co-chair: (if applicable) _____
 Name Dept./School Signature Date

ISU Graduate faculty: full member associate member

Committee Members

 Name Dept./School Signature Date

ISU Graduate faculty: full member associate member not a member

 Name Dept./School Signature Date

ISU Graduate faculty: full member associate member not a member

 Name Dept./School Signature Date

ISU Graduate faculty: full member associate member not a member

If the committee members proposed above do not meet all requirements, listed on the instruction page of this form, indicate exception/s requested.

- chair not a full member
- majority not full members of ISU Graduate Faculty
- majority not from within the department/school
- includes a member not on the ISU graduate faculty (attach copy of outside member's vita)

Brief rationale for each exception sought:

(7) Signatures

Student: I have read and understood the thesis/dissertation assistance information on the Graduate School web site. I have read and understood the copyright checklist and have sought approval from the copyright officer as necessary. As I prepare my thesis or dissertation, it is my responsibility to follow all applicable laws regarding copyright. I will only include items in my thesis or dissertation for which I have obtained permission. If necessary, I have obtained IRB/IACUC/IBC approval for my research.

 Student's Name, Printed Signature Date

Department Chair/School Director or Designee: I approve the committee composition and the exceptions to the committee membership requirements.

 Department Chair/School Director Name, Printed Signature Date

Graduate School

 Signature Date Data Entered _____