

## MILESTONE CHECKLIST 3: PREPARING THE DISSERTATION PROPOSAL MEETING



\*This is meant to assist you in the process of moving from the Comprehensive Examination to the Dissertation Proposal Meeting. Please submit this completed checklist 2-4 weeks ahead of your proposal meeting.

### Step 1: Create a Plan for the Dissertation

- Meet with primary advisor to discuss expectations for the proposal
- Determine dissertation type (select one):
  - Three Article (includes introduction/overview “chapter” and conclusion “chapter”)
  - Traditional, 5-chapter
- Confirm Proposal committee members (Primary advisor + 2 additional tenured or tenure-track CCPA faculty members, typically same members as comprehensive examination committee)

### Step 2: Prepare the Dissertation Proposal

- Consult with your advisor frequently regarding your proposed methods and draft (consider regularly scheduled meetings, such as biweekly or monthly)
- WRITE PROPOSAL, noting that:
  - It may take faculty members 2-3 weeks to provide feedback to drafts
  - You should consult with the primary advisor as to when to share with other committee members
- Identify date for presenting the proposal to committee members (i.e., the Proposal Meeting). This date should be identified at least 4 weeks in advance
- Submit completed proposal to committee members (digital or hard copy based on member preference) at least 2 weeks in advance of proposal meeting
- Share proposal meeting date with CRA Program staff assistant who can assist with room reservations or zoom links, if necessary
- Prepare presentation for proposal meeting (approx. 15-20-minute overview of what you propose to do)

### Step 3: Hold the Proposal Meeting

- All committee members **MUST** be present (virtual attendance/participation is acceptable)
- Present short overview of proposed plan for research (keep in mind committee members have read the proposal)
- When instructed, primary advisor will ask you to leave the room so they can discuss
- Upon return, committee members will provide feedback and confirm approval or disapproval

\* *Since proposal meetings do not need to be made public, doctoral students and faculty members can coordinate this or may email [lbelknap@binghamton.edu](mailto:lbelknap@binghamton.edu) in advance if in need of assistance.*

#### Dissertation Proposal Expectations:

- Follow APA 7<sup>th</sup> ed. Guidelines + Guidelines for Preparing a Dissertation from the BU Graduate School ([here](#))
- Include cover page, table of contents, and reference list
- Traditional Dissertation:
  - Chapters 1-3 (as complete as possible)
  - Appendices, including DRAFT Human Subject Forms (if necessary; submitted after approval by committee)
- 3-Paper Dissertation:
  - Summary of proposal and aims of research (3-5 pages)
  - Detailed literature review (may be one of the required papers)
  - Any pilot work completed
  - Detailed outline of papers
  - Appendices, including DRAFT Human Subject Forms (if necessary; submitted after approval by committee)

### Step 4: Moving Forward!

- Following successful completion of the dissertation proposal, the ***Dissertation Proposal Completion Form*** will be emailed to your primary advisor by the program assistant. This form needs to be completed by your committee.
- After proposal is fully approved, submit to protocol to the IRB Committee ASAP – for information, visit Research Compliance site ([here](#))
  - Contact IRB office if you need access to PACS by completing form posted on the Research Compliance site
  - If your research does not qualify as Exempt or Expedited, pay close attention to submission dates for full board review
- After receiving approval from IRB, begin data collection process!