

## Checklist for Completion of Dissertation Proposal UConn School of Nursing:

(See the Doctoral Student Handbook for more details about this process).

Dissertation Proposal <small>Requirements</small>	Issues to Consider:	Completed
<p>Begin the discussion of the dissertation with major advisor and committee early, it is advised that the committee is in place by the end of the first year of full-time study and that the committee meet at least once a semester thereafter.</p>	<ul style="list-style-type: none"> <li>• All students have two options for the dissertation: A 5-6 chapter dissertation or a three manuscript option.</li> <li>• The three manuscript option includes 5 chapters with a similar first (introduction) and last (discussion/application) chapters as the 5 chapter dissertation. The other three chapters consist of manuscripts that have been or will be submitted for publication.</li> <li>• The student with the advisory committee will determine the contents of the three papers.</li> <li>• Authorship of these papers is determined by the MA, and committee members with the student.</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>5-6 weeks</b> before the proposal is to be submitted to the IRB please submit proposal to Major advisor</li> </ul>	<p>Study enrollment and data collection cannot begin until the proposal is approved and the IRB approvals from the University are in place.</p>	
<ul style="list-style-type: none"> <li>• <b>At least 4 weeks</b> before the tentative date for submission to 2 external reviewers submit to advisory committee</li> </ul>	<ul style="list-style-type: none"> <li>• Committee members have two weeks to review. Revisions may be asked for and a committee meeting may be requested. The proposal cannot be submitted to external readers until the committee approves.</li> </ul>	
<ul style="list-style-type: none"> <li>• The two external readers have <b>2 weeks</b> to provide feedback back to the committee and student.</li> </ul>	<ul style="list-style-type: none"> <li>• Two readers are chosen by the committee in coordination with the PhD Program Director to read and provide feedback. The proposal will be revised based on the recommendations of the reviewers and cannot be submitted for IRB approval until the committee provides approval that it is ready for this next step and that they are willing to sign the Graduate school paperwork.</li> </ul>	
<p>Once the committee approves the proposal, the committee members sign the proposal paper work. Readers do not need to sign this form.</p>	<ul style="list-style-type: none"> <li>• <b>At this point in time the IRB submission process can begin. Please review the IRB website for guidance on this process. A copy of the IRB approval letter must be submitted with the signed proposal paper work to the Graduate School. Please retain a copy of all forms submitted.</b></li> </ul>	