



TO: Graduate Student Researchers
FROM: Greg Wypiszynski, Director
Graduate Services, Office of Graduate Studies

RE: **Research Approval and Requirements**

The attached Research Proposal Form was designed to accommodate various types of formal research. Submit the completed form with the necessary attachments and after program approvals to the Graduate Studies office by the middle of the term before the semester in which you expect to graduate.

If your research deals with human participants, e.g. surveys, interviews, etc., **you must have** the approval of the Institutional Review Board for Protection of Human Participants (http://www.uwosh.edu/grants/research_responsibility/human_subjects.php). Similarly, if your research deals with animals, you must have the approval of the University's Institutional Animal Care and Use Committee (http://www.uwosh.edu/grants/research_responsibility/animal_welfare.php). As applicable, this approval must be attached to your research proposal form.

Your brief proposal should include sufficient background to place the proposal in a suitable framework. Elements of this framework may include:

- brief (250 words) proposal of your research.
- title
- statement of the problem
- brief literature review
- objectives
- method of meeting the objectives
- references
- project timetable
- IRB Approval

Please observe all requirements in the UW Oshkosh Format Policy and Style Manual, in the preparation of your final submission of your thesis, field project or clinical paper. This manual is available in the Graduate Studies office. Also, please observe deadlines for format approval and final submission of your thesis, field project or clinical paper. These deadlines may vary and are referenced in the Graduate Studies Bulletin or on the web at www.uwosh.edu/gradstudies/forms_pubs.htm. You may also contact the Graduate Studies office or your program office for deadline information.

Note that the research proposal form does NOT constitute registration for your research credit. It is your responsibility to register separately for the appropriate research credits within semester registration deadlines.

OVER

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For further information, consult with your faculty advisor, research committee chair, or program coordinator.

Additional contacts:

Research Approval Process:

Greg Wypiszynski, Graduate Studies Office, 424-1223

Research Registration:

Graduate Studies Office, 424-1223

Research Format:

Julie Kumbier, Graduate Studies Office, 424-1211

Institutional Review Board for Protection of Human Participants:

Linda Freed, Office of Sponsored Programs, 424-1415

University Institutional Animal Care and Use Committee:

Associate Dean John Cross, College of Letters and Science, 424-1222