Master’s Paper, Thesis, or Research Practicum

Committee Composition Form – Part I
Proposal/Research Practicum Approval – Part II

Student Name: ________________________________________ Advanced Practice Area: ___________

Select one:
 Master’s Paper   Thesis   Research Practicum

Complete for a Master’s Paper:
 Individual Effort   Dual Effort (2 students)

Name of second student: ________________________________ Advanced Practice Area: ______________

________________________________________________________________________________________

INSTRUCTIONS:
1. Please review the requirements for the student’s activity carefully in the current edition of the SON Student Handbook.
2. Part II: Proposal/Research Practicum Objective Approval (This is not filled out until the student has submitted their written proposal for approval) All committee members must approve the activity before a proposal may go to IRB if required. Form must be submitted prior to completion of the Master’s Paper proposal or initiation of a Research Practicum.
3. The IRB Tracking Form is printed on the reverse side of this form. All students must complete and sign the IRB Tracking form; it also must be signed by the committee chair.

Complete Part I: Submit to the Office of Academic Affairs (OAA), Suite 1000, Carrington Hall.

Faculty member names submitted by student
Part I: Committee Member(s) names;

Committee Chair (Print Name and Title)

Committee Member (Print Name and Title)

Committee Member (Print Name and Title)

(Office of Academic Affairs use only)

☐ Approved ☐ Not approved
☐ More information is needed: __________________________

Signature, Director of Master’s Programs Date

This is completed when the student has submitted their written proposal for approval

Part II: Master’s Paper Proposal or Research Practicum Objective Approval

Committee Chair Signature

Committee Member Signature

Committee Member Signature

Date Approved by Committee

Working title (or focus) of Master’s Paper or Research Practicum:

________________________________________________________________________________________

IRB Tracking form is printed on the reverse side
IRB Tracking Form for Master’s Paper, Research Practicum, or Thesis

Name(s) of Student(s): __________________________________________

Title of study: _________________________________________________

Type of proposal:  □ Master’s Paper  □ Master’s Thesis  □ Research Practicum

IRB Status:
   a.  □ Scholarly paper is an integrative literature review, clinical paper, case study, or policy paper and has no human subject; therefore an IRB is not required.
   b.  □ Study is an animal study, animal protection committee approval required, not IRB
   c.  □ Has UNC-CH IRB or other accepted IRB* approval. (Submit copy of approval letter & abstract.)
   d.  □ Will be submitted to _______________ IRB on _______________.
       (Submit copy of approval letter when received & abstract to).

Which IRB is/will be responsible for this proposal?
   e.  □ UNC-CH Non-Biomedical IRB
   f.  □ UNC-CH Biomedical IRB
   g.  □ Non-UNC IRB.* Please specify: _________________________________
       (Will need to complete online application to UNC-CH IRB up to the section about study being conducted under the aegis of a non-UNC-CH IRB.)
   h.  □ Working with faculty data on question(s)/analyses covered by existing IRB approval from accepted IRB.*

*Accepted IRBs are FWA approved and those with which UNC-CH IRB is willing to enter into a relationship

This research activity was successfully defended and/or approved by the Graduate committee on ________________.  

Student Signature  Date

Committee Chair Signature  Date

Office of Academic Affairs (OAA), Suite 1000, Carrington Hall

(Office of Academic Affairs Use Only)

□ A completed Master’s Proposal Approval Form is in the student file.  

OAA (Signature or initials of Office Staff)  

DATE

Submit the original of the IRB Tracking Form to the Office of Academic Affairs (OAA) for signature.  If you do NOT need IRB approval, the original tracking form is submitted to OAA only.  All IRB applications with students as PIs must be closed prior to commencement. A copy of this form is kept in the student folder.

Revised: 9/14/12 jd