



Graduate Program in Educational Leadership
DOCTORAL STUDENT REQUIREMENTS & DISSERTATION PROCESS

Name: _____ T#: _____ Admitted: _____

Work Phone: _____ Email Address: _____
Home Phone: _____ Emergency Contact: _____
Cell Phone: _____ Emergency Number: _____

Faculty Advisor: _____

Written Exams: _____ Outcome _____

Oral Exam: _____ Outcome _____

Admission to Degree Candidacy: _____

Doctoral Chair _____

Doctoral Chair Meetings

- Meet with Chair and discuss interests and requirements for meeting and writing process: _____.
- Identified Research Topic: _____.
- Developed a Clear Statement of Research Problem: _____.
- Initial Literature Review Submitted: _____.
- Draft of Chapters 1-3 Submitted: _____.
- Chair and Candidate discuss committee members: _____.
- Meet with Faculty Advisor Monthly or more often as necessary
 - _____.
 - _____.
 - _____.
 - _____.
 - _____.
 - _____.

Form Committee

- Request Committee Members: _____.
- Informal Meeting with Committee Members: _____.

Proposal Development: This process is started in EDAS 9390 or HIED 8399.

- Clearly Described Research Design: _____.
- Approval Sheet
- Title Page
- Introduction

- Review of Literature Completed: _____.
- Hypothesis
- Definitions
- Delimitations
- Limitations
- Procedures/Methodology
 - Subjects
 - Design
 - Instrumentation
 - Treatment of Data
- Time Line
- Letters of Introduction
- Consent Forms
- Letters of Support
- Research Proposal Submitted: _____.

Proposal Meeting with Committee

- Faculty Advisor Approval Received to Go Forward
- Schedule Research Proposal Meeting with Committee: _____.
- Copy all committee members at least two weeks prior to meeting.
- Research Proposal Defended: _____.
- Make corrections, copy Faculty Advisor and submit a copy to the Graduate School

IRB Approval Application to Conduct Research with Human Subjects

- IRB Initial Review Application**
 - This Initial Review application (all pages)
 - Copy of consent document, cover letter, or script
 - Copies of any survey, questionnaire, or interview instruments
 - Copies of any recruitment advertisements
 - Website addresses, if applicable
 - Copy of certificate for training in the protection of human subjects

Project Description: Describe your project in terms of the following items. Each item must be titled as described below and addressed succinctly in the listed sequence. If any item is not applicable, this should be so stated. Attachment of applicable sections of the research protocol and/or grant application is not acceptable as a substitute for completion of each item. Please include sufficient information to facilitate an efficient IRB review.

- Purpose of the Study. Provide a description of the project that includes a statement, grounded in the pertinent body of research literature, that describes the purpose and importance of the proposed research project
- Methods and Procedures. Describe the study design (e.g., randomized, blinded, placebo controlled, etc.) and all procedures, step by step, to be applied to

the subject is under 18. Informed consent is usually obtained using a written consent form but other presentation methods may be utilized depending on the nature of the research and/or the characteristics of the subjects. If a written, signed consent form will not be obtained, explain why not and attach a description of how informed consent will be obtained and documented.

Simply giving a consent form to a subject does not constitute informed consent. Researchers are cautioned that consent forms should be written in simple declarative sentences. The forms should be jargon-free. Foreign language versions should be prepared for any applicable research. Describe the informed consent process in terms of the following questions:

Will all adult subjects have the capacity to give informed consent?

What will be said to the subjects to explain the research?

How will subjects' understanding be assessed? What questions will be asked to assess the subjects' understanding; will there be written responses; will understanding be assessed at other points in time?

Required elements of informed consent are listed below:

- a statement that the study involves research, an explanation of the purposes of the research and the expected duration of the subject's participation, a description of the procedures to be followed, and identification of any procedures which are experimental;
- a description of any reasonably foreseeable risks or discomforts to the subject;
- a description of any benefits to the subject or to others which may reasonably be expected from the research;
- a disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject;
- a statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained (Note: due to the Open Records Act, confidentiality can only be maintained within the limits allowed by law and should be stated as such. Do not promise strict confidentiality unless participation is anonymous);
- for research involving more than minimal risk, an explanation as to whether any compensation and an explanation as to whether any medical treatments are available if injury occurs and, if so, what they consist of, or where further information may be obtained (Note: a statement must be included that Union University does not have any funds budgeted for compensation for injury, damages, or other expenses);
- an explanation of whom to contact for answers to pertinent questions about the research and whom to contact in the event of a research-related injury to the subject;
- a statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled; and

- for an explanation for answers to questions regarding the research subjects' rights, visit the UALR IRB Website at <http://www.ualr.edu/orsp/irb.shtml> or contact Angela Willis, Associate Director, aewillis@ualr.edu, 569-8656,
- Investigator's Assurance Signed
- Faculty Advisor's Assurance Approval Signature and Date

Completion of Research and Dissertation

- Meet with Faculty Advisor Monthly or more often as necessary
 - _____.
 - _____.
 - _____.
 - _____.
 - _____.
 - _____.
 - _____.
 - _____.
 - _____.
 - _____.

- Data Gathered and Completed: _____.
- Data Analyzed: _____.
- First Draft of Dissertation Completed: _____.
- Acceptable Draft of Dissertation Completed: _____.
- Permission to Go Forward with Defense: _____.
- Copied Committee: _____.
- Schedule Defense with secretary: _____.

Dissertation Defense

- Dissertation Defended: _____ **Outcome:** _____.
- Submit Corrected Dissertation for Approval: _____.
- Submit Dissertation to UMI Dissertation Publishing: _____ (See Guidelines)