

## FLOW CHART FOR RESEARCH REVIEW APPLICATION PROCESS

**(1)** Student develops research proposal and sends it to the instructor for approval.

**(2)** Instructor reviews proposal, provides feedback, and, when appropriate, approves the proposal

**(3)** Based on chapter 3, methodology, student completes the Research Review Application (found at <http://www.cel.cmich.edu/student/forms/default.html>) The application is sent to the instructor for approval. Applicable supporting documents are also sent as separate documents. The student should provide adequate details. Note: IRB approval and CITI training is required if human subjects are used and there is the intent to share findings to a wider audience.

**(4)** Instructor reviews Research Review Application, provides feedback, and when the application is complete, signs off on the form and sends to the program office.

**(5)** Program office reviews the Research Review Application form and supporting documents. If needed, feedback is provided to the student and instructor. When complete, an approval e-mail is sent to the student with a CC to the instructor and the program center.

**(6)** Student receives Research Review Application approval and starts data collection. Completes draft of capstone project and sends to the instructor. Based on feedback, final version of capstone is completed and sent for grading.

**(7)** Instructor provides feedback on drafts. When the student and instructor agree the project is finished, the project is graded. The project is sent to the second reviewer.

**(8)** Project is graded by second reviewer. If there is no grade discrepancy, the instructor's grade is processed.