

MASTERS THESIS/PROJECT PROPOSAL APPROVAL
Department of Urban Planning and Policy
(Attach Proposal)

Student's Name: _____ UIN: _____

Title of Thesis or Project:

Thesis or Project Advisor

Name:
Faculty Rank:
Department:
Graduate College Membership (yes or no):

Reader 1 (Thesis Only)

Name:
Faculty Rank:
Department:
Graduate College Membership (yes or no):

Reader 2 (Thesis Only)

Name:
Faculty Rank:
Department:
Graduate College Membership (yes or no):

Registration Plans

Project: I plan to register for UPP 597, call number # _____, for 4 credit hours during the _____ semester.

Thesis: I plan to register for UPP 598, call number # _____, for the following semester(s) for a total of 8 to 16 credit hours.

Semester _____ Number of Hours _____

Semester _____ Number of Hours _____

Semester _____ Number of Hours _____

TOTAL HOURS _____

Human Subjects Review

Please **check** the appropriate line and give any required rationales after reading clickable definitions and talking to your project or thesis advisor.

- ↑ _____ ***This is a proposal for a project that is not “research” as defined under [45 CFR 46.102 \(d\)](#).*** “Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities.” ***If you check this box, you must include a rationale explaining why it is not research below.*** *An appropriate rationale would be that the project does not seek to develop or contribute to generalizable knowledge, but rather seeks to help solve a specific planning or policy problem.* Any persons interviewed, whose records are reviewed or who are otherwise involved in the project must be treated ethically.

Rationale: _____

- ↑ _____ **This is a proposal for “research” that does not involve “[persons](#)” in any way.** Note that population census data includes “persons.”

- ↑ _____ **This is a proposal for “research” that involves “persons” but not “[human subjects](#).”** *If you check this box, you must include a rationale explaining why it involves persons, but not human subjects below.* *An appropriate rationale would be that the research will not obtain either of the following:*

1. *Data about a living individual through intervention or interaction with that individual, or*
2. *Identifiable private information about a living individual*

Research with persons may not start until your proposal is fully approved.

Rationale: _____

- ↑ _____ **This is a proposal for “[research involving human subjects](#).”** An approved Institutional Review Board (IRB) [application](#) and related [training](#) is required before recruitment of human subjects can begin.

Approvals

The undersigned agree that the project or thesis is appropriate for the degree and agree that it should be subject to the Humans Subjects Review status checked above.

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

(Thesis only) Reader 1 Signature: _____ Date: _____

(Thesis only) Reader 2 Signature: _____ Date: _____

DGS Signature: _____ Date: _____

UPP Director Signature: _____ Date: _____

REPLACE THIS PAGE WITH YOUR PROPOSAL

USING APPROPRIATE FORMAT BELOW

Thesis Proposal Format

- 1. Description of the research question or hypothesis.*
- 2. Discussion of the importance of the topic.*
- 3. Review of previous work and relevant theory.*
- 4. Work tasks.*
- 5. Management plan.*
- 6. Outline of thesis document.*

Project Proposal Format

- 1. Statement of the planning or policy problem.*
- 2. Discussion of the importance of the problem, and previous work on it.*
- 3. Work tasks.*
- 4. Management plan.*
- 5. Outline of project report.*
- 6. Rationale for project designation as “Not Research” (Required only if you checked “Not Research” in the project approval form.) An appropriate rationale would be that the project does not seek to develop or contribute to generalizable knowledge, but rather seeks to help solve a specific planning or policy problem.*

The thesis committee or project advisor may require submission of a literature review or data collection plan as part of the proposal.

The work tasks should describe all steps which will be required to complete the thesis/project.

The management plan should include a project timetable indicating when specific work tasks will be started and completed, and anticipated level of effort for each task. The management

plan should also include a schedule for submitting intermediate and final written reports, and an outline of all such documents.

The management plan should clearly indicate which tasks have been previously completed (e.g., as internship projects) or which will be completed by others (e.g., another student's work, consultants, agency staff).