

Department of Biological Sciences
Graduate Committee Policies for Graduate Proposals
Last updated 7 May 2024

The Research Proposal is an important benchmark in your research-based graduate program. We hope that you will work closely with your research advisor early in your program to develop a working draft to share with your committee to finalize your proposal.

1. Purpose of your Research Proposal
 - a. Clarifies your approach: This document outlines the intended research, including the field, lab, classroom and/or analysis methodology, timeline, and feasibility.

including clear goals and outcomes. What products do you expect from your research and when do you anticipate they will be produced? How and when will your results be disseminated?

3. This section should include a short paragraph summarizing the data management plan. In this paragraph, you should include i) what types of data will be generated, ii) in what form these data will be recorded (e.g., hand-written, electronic), iii) where these data will be stored, iv) the duration of data archiving, if applicable, and v) how the data will be made appropriately available to the scientific community, if applicable. If you do not know this information, talk to your advisor.
4. If your current or future research involves any borrowed instruments, scales, questionnaires, or reproduced figures, images, photos, or music, you are required to secure copyright permission to reuse or adapt this material in your final thesis or dissertation. Include the permission request

projects of your thesis/dissertation, so it is wise to begin to envision how you will “tell that story”.

3. Timing of Proposal Preparation, Meeting, and Approval
 - a. All students
 - i. Graduate students should aim to complete their proposals as early in their program as possible to establish a clear plan for their research agenda and seek feedback from their committee.
 1. For PhD, no later than the end of their fourth semester.
 2. For MS-T, no later than the end of their second semester.
 - ii. All research-based graduate students in our programs should take BIO 594: Foundations of Biological Research in their first two semesters. Work completed as part of this class should provide the foundation of the literature review and research direction for your proposal.
 - iii. Proposal Meeting: A full committee meeting should be arranged early in the program (often after the Plan of Study and Committee form meeting) to discuss a draft of the written proposal previously reviewed by your advisor.
 1. Gain approval from your advisor on a working draft and then schedule an hour-long meeting with the entire

- iii. Additionally, **AFTER** you have successfully passed your oral comprehensive exams (this may mean that you need to set a reminder on your calendar), the following materials should be submitted to the Graduate School by the student:
 1. The approved proposal with the signed Title page.
 2. The “Verification of Research Subject or Participant Compliance” form (regardless of your type of research)
 3. A

UNIVERSITY OF NORTHERN COLORADO
Greeley, Colorado
The Graduate School

A Proposal for a Master's Thesis

[Proposed Title of Thesis Centered Here]

[Student's Full Name as it appears in Banner]

MASTER'S COMMITTEE

[Advisor's Full Name], PhD, Chair

[Committee Member Name]