

Outline Proposal Training Guide consists of

1. Major elements to gather before starting DocuSign (Page 1)
2. Instructions on how to submit your Outline/Proposal using DocuSign (Pages 2-6)
3. DocuSign Approval Process (page 7)

Major elements to gather prior to starting the DocuSign form

A. Names and emails of committee director(s), committee members, and department chair

B. Title of Dissertation/Thesis/Professional Project/Essay - Do not exceed 120 characters including spaces, numbers, punctuation, etc., in your title so that it will fit on your official Marquette University transcript. Please type the title using upper and lower case, as appropriate - Do not use all capital letters.

C. Research Area

If human subjects, animal subjects, radioisotopes or recombinant DNA/transgenic organisms are involved in your research, you must attach

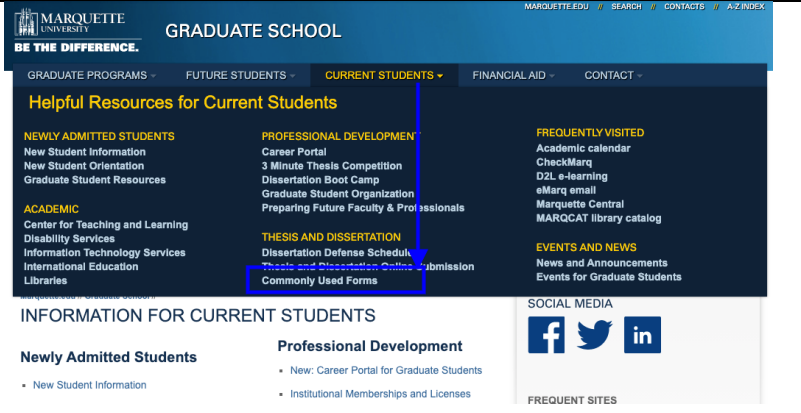
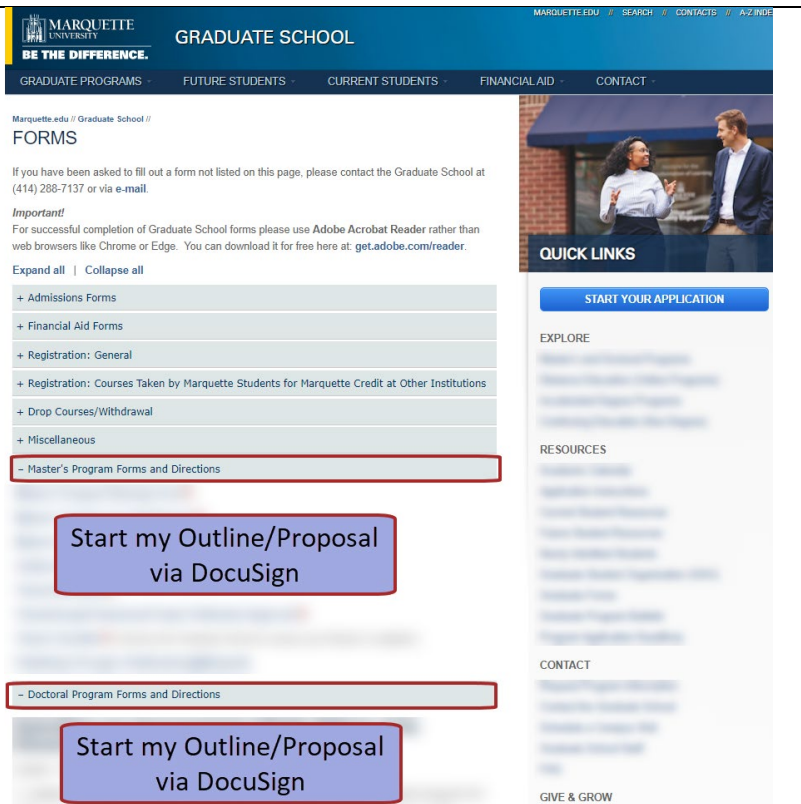
1. the approval letter from the Office of Research Compliance (ORC)
2. IRB Protocol Summary Form

For more information about this process, refer to the ORC website at www.marquette.edu/researchcompliance/ or contact the ORC office at (414) 288-1479. Approval of your outline by the Graduate School does not constitute approval by ORC.

D. Required Elements

1. **Statement of the Problem** - State the problem in plain, non-technical language. You may state the problem again in technical language if required by your program.
2. **Present Status of the Problem** - Describe the problem as reported in the scholarly literature, not the state you have reached in studying the problem.
3. **Statement of Materials** (if appropriate) - For subjects in the sciences, briefly describe the apparatus or other materials.
4. **Statement of Procedure or Methodology** - Briefly describe the method(s) you will use in investigating the program.
5. **Tentative Outline of the Dissertation / Thesis / Professional Project / Essay**
6. **Bibliography**
7. **Tentative Timetable**

How to Submit your Outline/Proposal using DocuSign

<p>Go to Marquette.edu/grad</p> <p>In the navigation under “Current Students” select “Commonly Used Forms”, located under Master’s Program Forms and Directions or Doctoral Program Forms and Directions</p>	 <p>The screenshot shows the Marquette University Graduate School website. The navigation tabs include GRADUATE PROGRAMS, FUTURE STUDENTS, CURRENT STUDENTS (selected), FINANCIAL AID, and CONTACT. Under CURRENT STUDENTS, there is a 'Helpful Resources for Current Students' section with categories: NEWLY ADMITTED STUDENTS, ACADEMIC, PROFESSIONAL DEVELOPMENT, and THESIS AND DISSERTATION. The 'Commonly Used Forms' link under THESIS AND DISSERTATION is highlighted with a blue box.</p>
<p>Scroll down and expand the drop down under Master’s Program Forms and Directions or Doctoral Program Forms and Directions. To access the online DocuSign form, click “Start my Outline/Proposal via DocuSign”</p> <ol style="list-style-type: none"> 1. Be sure to have your committee member’s, director/co-director if applicable, and department chairperson’s names and eMarq email addresses available <p>Be ready to upload a copy of your IRB approval letter and Protocol Summary Form if applicable</p>	 <p>The screenshot shows the 'FORMS' page on the Marquette University Graduate School website. It lists various form categories with expandable dropdowns: Admissions Forms, Financial Aid Forms, Registration: General, Registration: Courses Taken by Marquette Students for Marquette Credit at Other Institutions, Drop Courses/Withdrawal, Miscellaneous, Master’s Program Forms and Directions (highlighted with a red box), and Doctoral Program Forms and Directions (highlighted with a red box). Below the 'Master’s Program Forms and Directions' dropdown, a blue button labeled 'Start my Outline/Proposal via DocuSign' is highlighted with a blue box. A similar button is highlighted under the 'Doctoral Program Forms and Directions' dropdown.</p>

IMPORTANT!! Before starting the Outline/Proposal form please ensure you have confirmed that each of your committee members have agreed to serve on your committee.

On the PowerForm page, fill out the following (*required field)

Name and marquette.edu email address for

- You
- Committee Director(s)
- Committee Member(s)
- Department Chairperson

Name and university or work email address(s) for non-Marquette faculty

Click **Begin Signing** button on the bottom of the page

<https://bulletin.marquette.edu/grad/>

<https://bulletin.marquette.edu/grad/academicprogramsoverview/>

PowerForm Signer Information

Before starting, gather the names and Marquette email addresses of your committee director(s), committee members, and department chair. Please reference the Graduate Bulletin for the required committee composition. Note, any role marked with a red asterisk is required.

After submitting the names and emails for the signers, you will be taken to the DocuSign Outline/Proposal form to start your submission. Helpful hint, DocuSign has a "finish later" feature.

Your named recipients will receive an email inviting them to complete and sign their portion of the form.

Please enter your name and email to begin the form.

Student

Your Name: *
Full Name

Your Email: *
Email Address

Please provide information for any other signers needed for this document.

Committee Co-Director (if applicable)

Name:
Full Name

Email:
Email Address

Committee Director

Name: *
Full Name

Email: *
Email Address

Committee Member 1

Name:
Full Name

Email:
Email Address

Committee Member 2

Name:
Full Name

Email:
Email Address

Committee Member 3

Name:
Full Name

Email:
Email Address

Committee Member 4

Name:
Full Name

Email:
Email Address

Committee Member 5

Name:
Full Name

Email:
Email Address

Department Chair

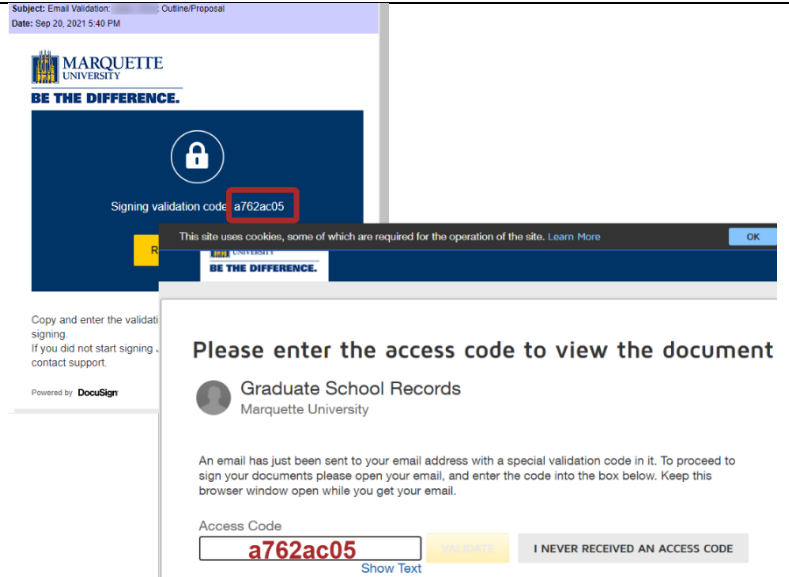
Name: *
Full Name

Email: *
Email Address

BEGIN SIGNING

Enter your access code to view the document

Subject: Email Validation Outline/Proposal
Date: Sep 20, 2021 5:40 PM



The screenshot shows an email interface for Marquette University. At the top, it says "Subject: Email Validation Outline/Proposal" and "Date: Sep 20, 2021 5:40 PM". Below this is the Marquette University logo and the slogan "BE THE DIFFERENCE.". A central blue box contains a padlock icon and the text "Signing validation code: a762ac05", where the code is highlighted with a red box. Below this is a cookie notice: "This site uses cookies, some of which are required for the operation of the site. Learn More" with an "OK" button. To the right, a white box titled "Please enter the access code to view the document" is from "Graduate School Records Marquette University". It contains the text: "An email has just been sent to your email address with a special validation code in it. To proceed to sign your documents please open your email, and enter the code into the box below. Keep this browser window open while you get your email." Below this is an "Access Code" field containing "a762ac05" (highlighted in red), a "Show Text" link, a "Continue" button, and a link that says "I NEVER RECEIVED AN ACCESS CODE".

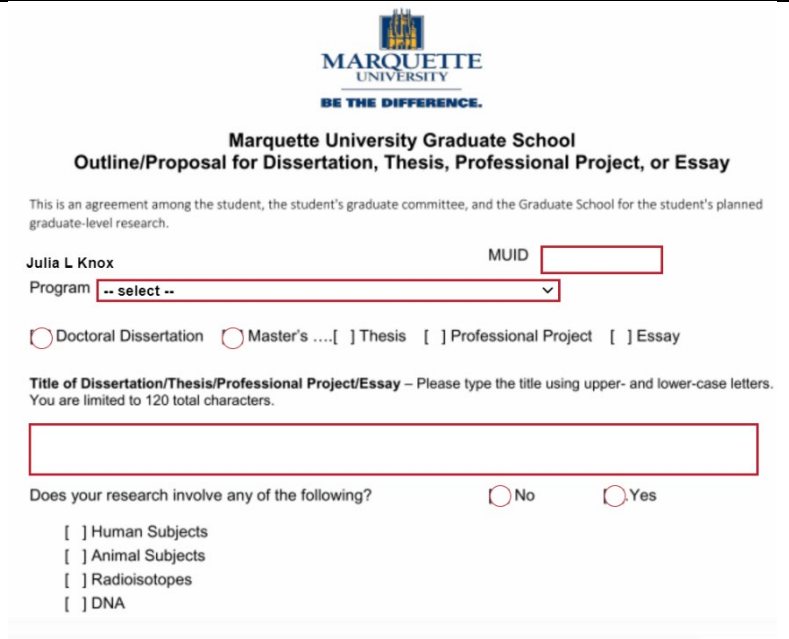
Accept the Electronic Record and Signature Disclosure and then "Continue" button

Please Review & Act on These Documents



The screenshot shows a signature disclosure page from Marquette University. At the top, it says "Please Review & Act on These Documents" and "Graduate School Records Marquette University". Below this is a blue bar with a yellow arrow icon and the text: "Please read the Electronic Record and Signature Disclosure. I agree to use electronic records and signatures." A red "X" is over the "I agree" text. To the right of this bar is a green "CONTINUE" button (highlighted with a red box) and a link for "OTHER ACTIONS". Below the bar, the name "Julia L Knox" and "Program -- select --" are visible, along with a "MUID" field.

- Complete form.
1. MU ID
 2. Program name
 3. Doctoral Dissertation or Master's
 4. If Master's. Thesis, Professional Project, or Essay
 5. Title (limited to 120 characters)
 6. Does your research require IRB approval?



The screenshot shows a form titled "Marquette University Graduate School Outline/Proposal for Dissertation, Thesis, Professional Project, or Essay". It includes the Marquette University logo and slogan. Below the title is the text: "This is an agreement among the student, the student's graduate committee, and the Graduate School for the student's planned graduate-level research." The form contains fields for "Julia L Knox" and "MUID", and a dropdown menu for "Program -- select --". There are radio buttons for "Doctoral Dissertation", "Master's ...", "Thesis", "Professional Project", and "Essay". A text field is provided for the "Title of Dissertation/Thesis/Professional Project/Essay - Please type the title using upper- and lower-case letters. You are limited to 120 total characters." Below this is a question: "Does your research involve any of the following?" with radio buttons for "No" and "Yes". The following options are listed with checkboxes: "Human Subjects", "Animal Subjects", "Radioisotopes", and "DNA".

If IRB yes,

- Checkbox what research involves
- Attach ORC approval
- Attach IRB Protocol Summary form(s)

This site uses cookies, some of which are required for the operation of the site. [Learn More](#) OK

Enter text FINISH OTHER ACTIONS

Does your research involve any of the following? No Yes

Human Subjects
 Animal Subjects
 Radioisotopes
 DNA

If human subjects, animal subjects, radioisotopes or recombinant DNA/transgenic organisms are involved in your research, you must also receive approval from the Office of Research Compliance (ORC) prior to initiating your research. The ORC requires you to submit the necessary protocol forms for review and approval of your research. For more information about this process, refer to the ORC website at www.marquette.edu/researchcompliance/ or contact the ORC office at (414) 288-1479. Approval of your outline by the Graduate School does not constitute approval by ORC. ORC forms should be submitted prior to or concurrent with your submittal to the Graduate School.

Please attach the approval obtained from the Office of Research Compliance.

To read these attachments, scroll down.
Attachments appear at the end of this 3-page form

Please attach the IRB Protocol Summary Form.

1st attachment is required.

You have the option to attach up to three additional attachments.
If the protocol exceeds four documents, please combine them before attaching.

Committee Director will Initial this statement:

By initialing, the committee director (and co-director, if applicable) indicate the attached IRB protocol and approval letter accurately reflect the proposed research and that it remains in effect.

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Next Page

- Upload outline
- Sign the document
- Will this research cause any conflict of interest?
- If yes, briefly explain

Once completed, select "Finish"

This site uses cookies, some of which are required for the operation of the site. [Learn More](#) OK

Enter text FINISH OTHER ACTIONS

DocuSign Envelope ID: 770CE7F4-0090-422E-9B7F-FBF9E6CD24B5

Next

Please attach a Word document including the following elements. Your committee director / co-director (if applicable) will verify that each of these elements are present and sufficient.

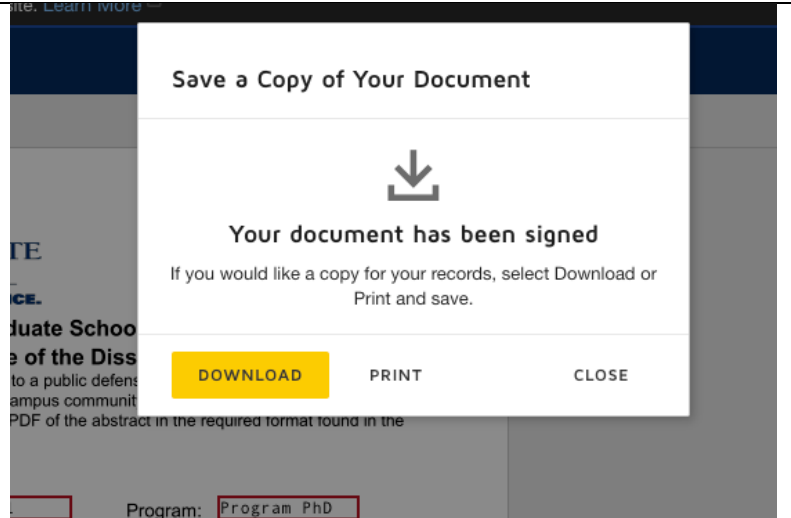
Required Element	Committee Director verifies that the outline satisfies this required element
Statement of the Problem - State the problem in plain, non-technical language. You may re-state the problem in technical language, if required by your program.	
Present Status of the Problem - Describe the problem as reported in the scholarly literature, not the state you have reached in studying the problem.	
Statement of Materials (if appropriate) - For subjects in the sciences, briefly describe the apparatus or other materials.	
Statement of Procedure or Methodology - Briefly describe the method(s) you will use in investigating the program.	
Tentative Outline of the Dissertation / Thesis / Professional Project / Essay	
Bibliography	
Tentative Timetable	

Student Signature
I agree to this dissertation/thesis/professional project/essay as outlined, and the committee members that I have invited to sign. I understand that even though I hold copyright of the finished dissertation / thesis / professional project / essay, Marquette University considers it to be public document. As such, it may be made available for use by students, faculty or otherwise released to the public.

Student Sign

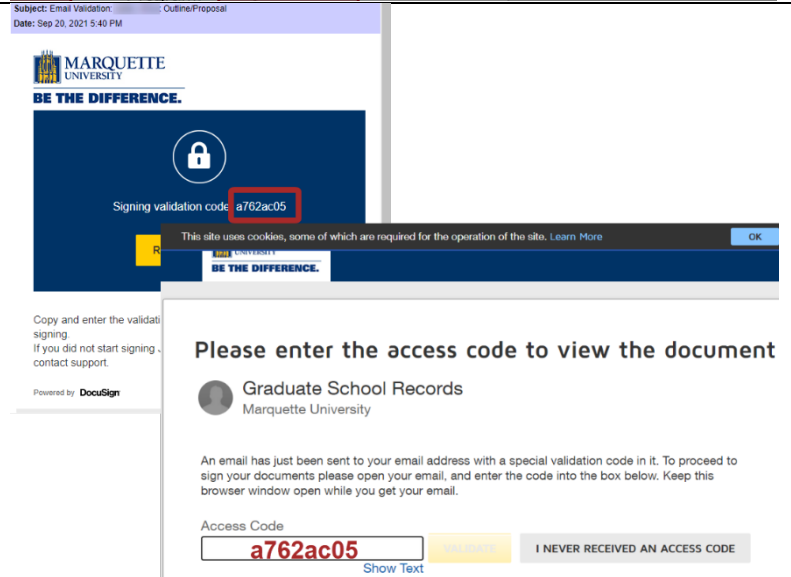
Does this proposed research present a real or apparent conflict of interest for you?
 Yes
 No

After selecting Finish, you can download your form for reference. You will not receive a workflow notification. They will go to the Graduate School. If you have any questions about the process or status, please contact Sherri Lex in the Graduate School.



You may log back into your DocuSign form to view the form's progress.

Please see the full DocuSign Outline form approval process routing in document below.



Outline Approval Process Flow:

- **Graduate student** initiates and addresses DocuSign powerform (names and emails)
- **Graduate student**
 - enters student information
 - submits IRB compliance materials, when needed
 - uploads outline
 - Signs
 - Declare any conflict of interest
- **Committee Director(s)**
 - verify IRB Materials
 - approves outline elements
 - agrees to serve
 - declare any conflict of interest
 - upload CV, if not Marquette faculty
- **Committee Member(s)**
 - agree to serve
 - declare any conflict of interest
 - upload CV, if not Marquette faculty
- **Committee Director(s), again**
 - review committee make-up
 - review declared conflicts of interest
 - review uploaded CVs
 - Signs to state that all complies
- **Department Chair** - review and initial everything already signed off by Committee Director(s)
- Received by **Graduate Records** & **Records Assistant**.