

## Timeline of Important CRP Events/Requirements\*

### *Fall 2009 Entering Class Students*

*(All students who entered previous to this date should reference other timeline)*

#### Pre-Proposal:

- **FIRST YEAR** – students should begin reviewing the literature/reading current journal publications to determine topics of interest. Begin narrowing your focus and identifying potential research questions.
- **SECOND YEAR** – students should plan to take the required pre-requisite CRP courses, PP7202 Statistics and PP7203 Research Methods at some point during the second year.
- **SECOND YEAR** – students will submit CRP Seminar Ranking forms in late spring/early summer to determine CRP Seminars for the fall term

#### Proposal: THIRD YEAR

- **Students register for CRP Proposal Development during the fall term.**
- **Students will write the CRP Proposal during this class.** The expectation is that the student will have a completed proposal, ready or near ready for IRB review, by the end of the fall term.
- When the proposal draft is **FIRST** read by the chair, the chair will complete a “Scientific Inquiry Rubric”. It is the student’s responsibility to ensure this is completed. Rubrics can be submitted electronically to the Department Administrator (Toni Johnson).
- Depending on your chair, you may have committee input during the fall or you may wait until the proposal is near complete to seek input from your committee. In either case, plan appropriate turnaround time for your proposal – faculty are allowed 4 weeks to respond to your draft.
- When the **FINAL** proposal is approved, all committee members complete the “Scientific Inquiry Rubric”.
- Before Submitting the proposal to the IRB, all students and committee members must complete the CITI training. More information about this training is available in the IRB handbook. Committee members only need to complete the training once. If they have previously completed the training, it is not necessary for the members to complete it again. Students are responsible for ensuring that their committee members have completed the training.
- **To be eligible to apply for internship**, students must obtain IRB certification by July 1 of the year they intend to apply for internship. The program strongly recommends that students submit proposals no later than the April IRB review to increase the likelihood of meeting this deadline. Check with the IRB coordinator – information is online on the IRB website – about when the IRB meetings are scheduled.
- During the spring and summer terms, students will automatically be registered for 1 credit of CRP. **This registration continues until the student has submitted the CRP signature sheet indicating that the final draft is complete.**

#### Data Collection: THIRD-FOURTH YEAR

- Students may not begin data collection until the CRP has received Full Certification from the IRB
- IRB certification is good for one year. Students will need to extend their IRB certification if the project is not complete within one year of IRB certification. Please refer to the Continuing Review forms in the IRB manual.

Draft: FOURTH-FIFTH YEAR

- When the FINAL draft is approved, all committee members need to complete the “Scientific Inquiry Rubric”, and sign off on the CRP signature sheet. This should be submitted to the registrar to end CRP enrollment

Editing: FOURTH-FIFTH YEAR

- Students are required to use the Argosy, Chicago editor (Michelle Greenberg). The editor’s contact information and requirements for submission can be found on the local campus website ([http://www.auconnection.net/chicago/stserv/crp/crp\\_index.asp](http://www.auconnection.net/chicago/stserv/crp/crp_index.asp)).

Graduation:

- To be eligible to participate in the November graduation ceremony, students must meet the following deadlines:
  - June 1 – final draft is due to the editor for first round of editing
  - August 1 – final draft is due to the editor for second round of editing
  - September 15 – bound copy of CRP is submitted to the department administrator (Toni Johnson)
- Students must complete all degree requirements within 7 years of beginning the PsyD program.

Exceptions to deadlines: Students who would like to request an extension or exception to the program deadlines should first garner support from the CRP chair. If the chair supports the student’s request, the student should submit the request in writing to the associate program chair (Dr. Horvath). Exceptions and extensions are granted only under particularly unusual circumstances.

\*the timeline is based on a traditional 5 year program. Students intending to complete the program in 4 years should adjust requirements accordingly.

**CHEAT SHEET FOR 5 YEAR PLAN**

<b>FIRST YEAR</b>	<b>SECOND YEAR</b>	<b>THIRD YEAR</b>	<b>FOURTH YEAR</b>	<b>FIFTH YEAR</b>
Review literature	Begin identifying potential CRP chairs	Develop proposal with chair in fall – as part of the CRP Proposal Development Course (PP8499)	Collect data	Finish draft
Begin developing research questions	Talk to faculty about chairing your CRP	Collect “Scientific Inquiry Rubric” from Chair for proposal draft	Analyze data	Collect “Scientific Inquiry Rubric” from full committee for final draft
	Register for Research Methods (PP7203)	Submit proposal to readers in late fall/early spring term	Begin writing draft	Turn in CRP signature sheet to registrar to end CRP registration
	Register for Statistics (PP7202)	Complete CITI training and verify that all committee members have completed the training		Submit to Editor by June 1 to be eligible for graduation
	Submit CRP Seminar Selection Rankings in late spring/early summer	Collect “Scientific Inquiry Rubric” from full committee for proposal final		
		Submit final CRP proposal to IRB (approved by all committee members) by mid-April		
		Obtain IRB certification before July 1		

**CHEAT SHEET FOR 4 YEAR PLAN**

<b>FIRST YEAR</b>	<b>SECOND YEAR</b>	<b>THIRD YEAR</b>	<b>FOURTH YEAR</b>
Review literature	Develop proposal with chair in fall – as part of the CRP Proposal Development Course (PP8499)	Collect data	Finish draft
Begin developing research questions	Collect “Scientific Inquiry Rubric” from Chair for proposal draft	Analyze data	Collect “Scientific Inquiry Rubric” from full committee for final draft
Begin identifying potential CRP chairs	Submit proposal to readers in late fall/early spring term	Begin writing draft	Turn in CRP signature sheet to registrar to end CRP registration
Talk to faculty about chairing your CRP	Complete CITI training and verify that all committee members have completed the training		Submit to Editor by June 1 to be eligible for graduation
Register for Research Methods in spring (PP7203)	Collect “Scientific Inquiry Rubric” from full committee for proposal final		
Register for Statistics in spring or summer (PP7202)	Submit final CRP proposal to IRB (approved by all committee members) by mid-April		
Submit CRP Seminar Selection Rankings in late spring/early summer	Obtain IRB certification before July 1		