

Dissertation Submission Instructions

Students should submit to the committee **two copies each** of the following materials:

- 1) **Dissertation Approval Form** (page 43 of [Student Guide to the Dissertation Process](#)), *signed by the program chair, committee chairperson and both Dissertation committee members*, indicating that they have approved the proposal
- 2) **CITI Certification** (“*Student Researcher*” printed Completion Report)
- 3) **Completed IRB Checklist** filled out by chairperson (http://auconnection.net/chicago/stserv/dissertation/dissertation_index.asp)
- 4) **Application Form for IRB Review** (See [IRB Handbook](#), pages 16-18, & 34 to determine proper form), *signed by the student and the chairperson*

The IRB no longer requests the entire proposal to be submitted for review, so please make sure all relevant documents are included in the *Application Form for IRB Review*. Failure to attach any documentation relative to the study (i.e. consent forms, permission letters, tests, or any other relevant forms) will result in an automatic “resubmit” or “denied” status from the IRB. The material in the IRB application must be congruent with the proposal submitted to the Dissertation committee.

Please submit these materials in the order (1-3) listed above and separate them into two piles. Put them in an envelope and place in the mailbox of Melissa Heinemann, IRB Coordinator, on the 13th floor no later than 5:00pm two weeks prior to the third Tuesday of the month.

*Note: If any of these materials are missing or are not handed in by the submission deadline, the IRB will not review the proposal