

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

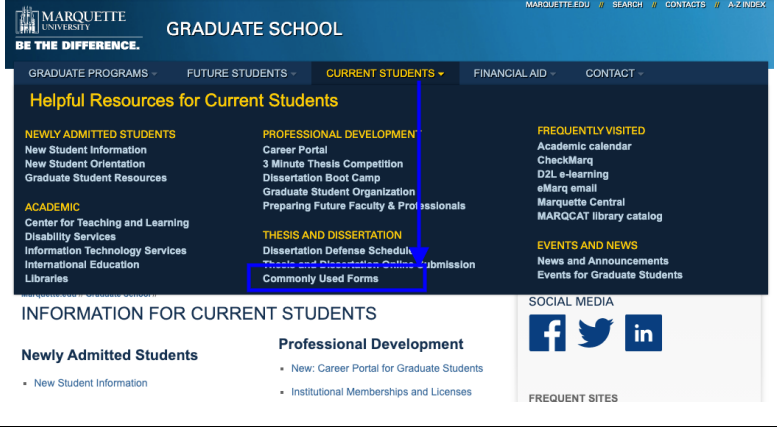
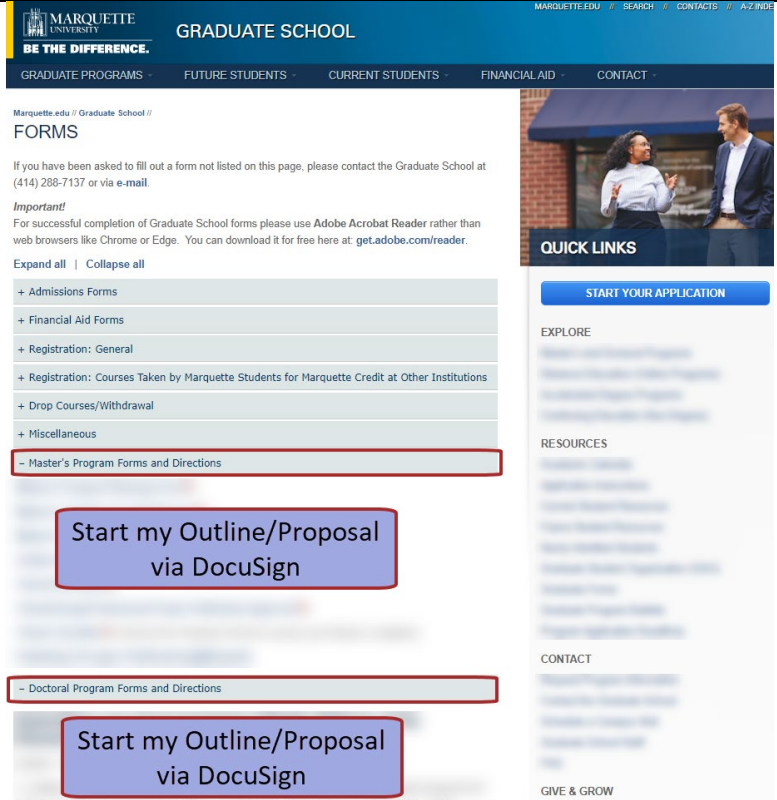
1. the approval letter from the Office of Research Compliance (ORC)
2. copy of the Kuali Protocol form

For more information about this process, refer to the ORC website at www.marquette.edu/researchcompliance/. 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>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 ORC approval letter (e.g. IRB, IACUC, Biosafety, etc.) and Quali Protocol Form if applicable.</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. Refer to the Graduate Bulletin for the required committee composition. Roles marked with a red asterisk are required.

After submitting the names and emails, 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 Name**

Your Email: *
Email Address: **@marquette.edu**

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: _____

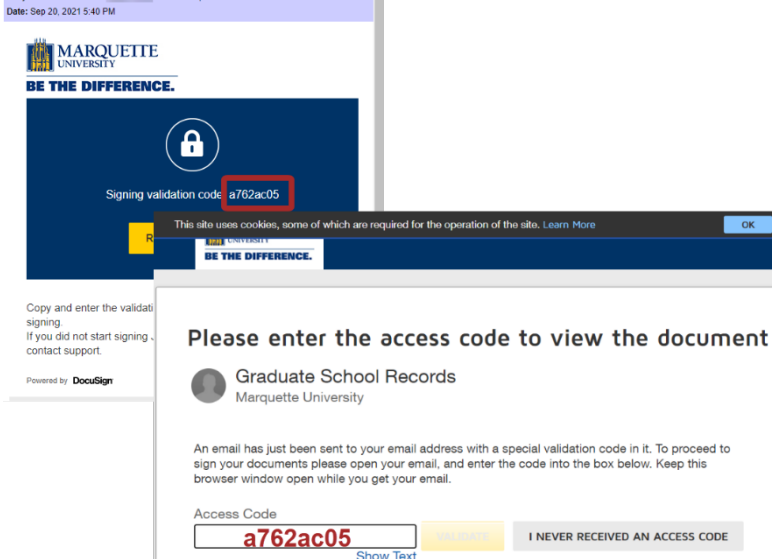

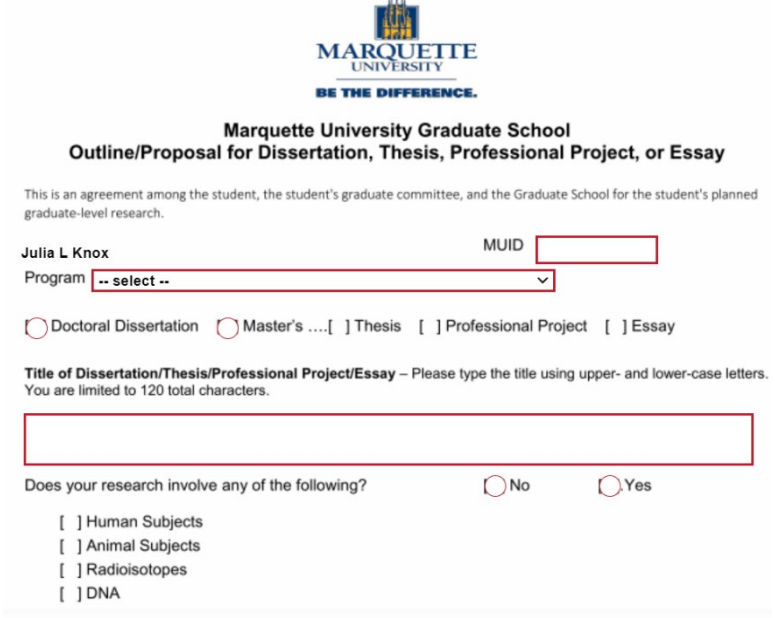
Email:
Email Address: _____

Department Chair

Name: *
Full Name: _____

Email: *
Email Address: _____

BEGIN SIGNING

<p>Enter your access code to view the document</p>	
<p>Accept the Electronic Record and Signature Disclosure and then "Continue" button</p>	
<p>Complete form.</p> <ol style="list-style-type: none"> 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? 	

If IRB yes,

- Checkbox what research involves
- Attach ORC approval letter
- Attach Quali Protocol form

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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"**

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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	

 To view the attached outline, scroll down. All attachments appear at the end of this 3-page form

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.

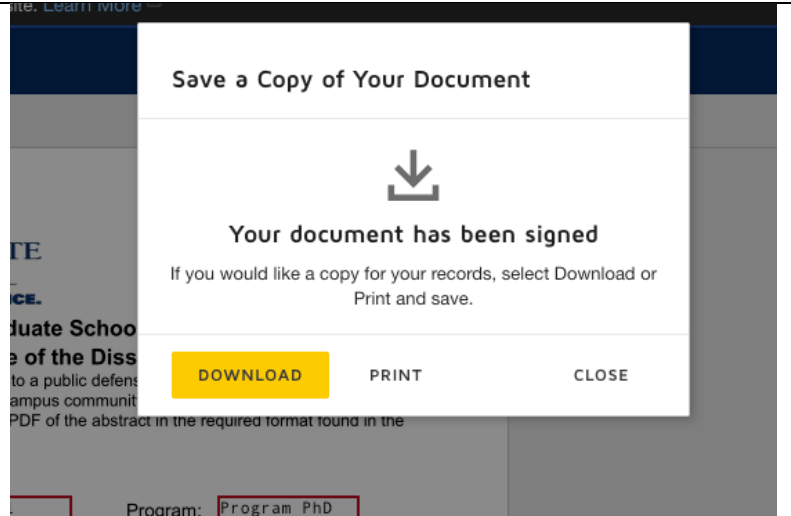
  

Does this proposed research present a real or apparent conflict of interest for you?

☐ Yes
☐ No

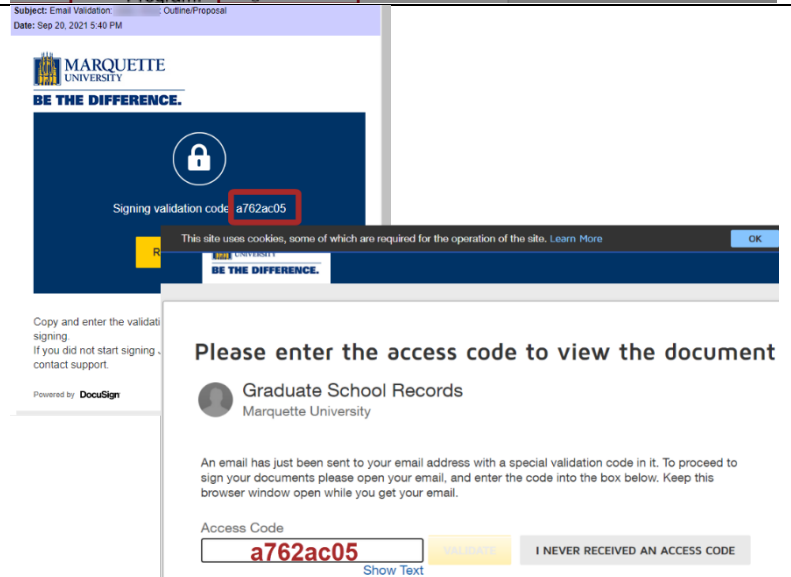
After selecting Finish, you can download your form for reference.

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 ORC compliance materials, when needed
 - uploads outline
 - Signs
 - Declare any conflict of interest
- **Committee Director(s)**
 - verify ORC 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**.