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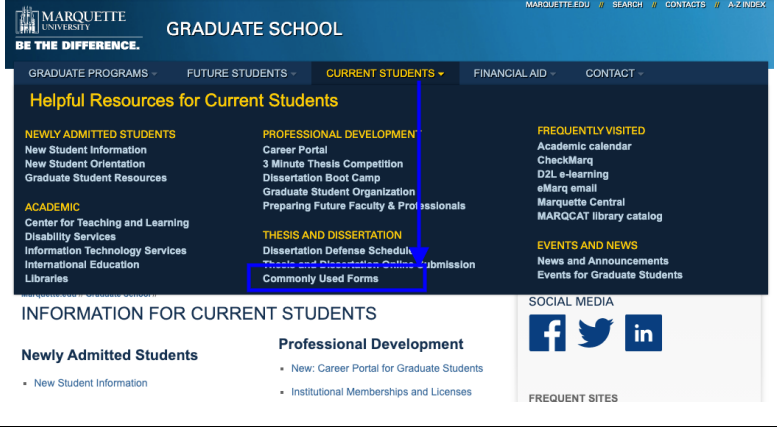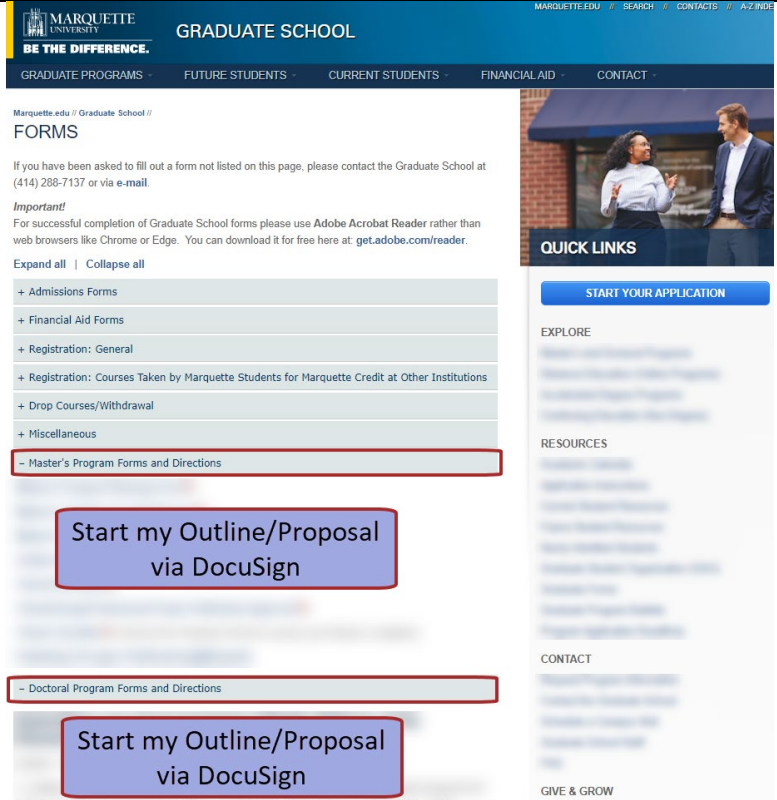1. the approval letter from the Office of Research Compliance (ORC)
2. copy of the Kuali Protocol form

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

Go to Marquette.edu/grad In the navigation under "Current Students" select "Commonly Used Forms", located under **Master's Program Forms and Directions** or **Doctoral Program Forms and Directions**	
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" 1. Be sure to have your committee member's, director/co-director if applicable, and department chairperson's names and eMarq email addresses available Be ready to upload a copy of your ORC approval letter (e.g. IRB, IACUC, Biosafety, etc.) and Kuali Protocol Form if applicable.	

> 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...

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
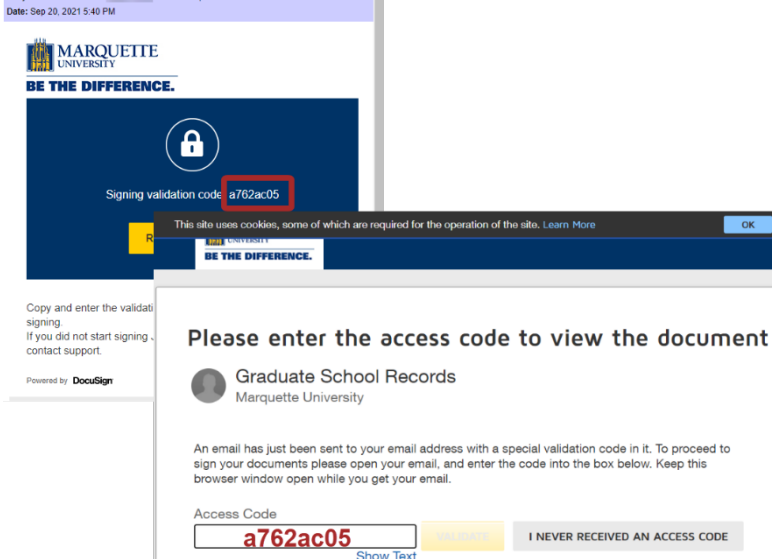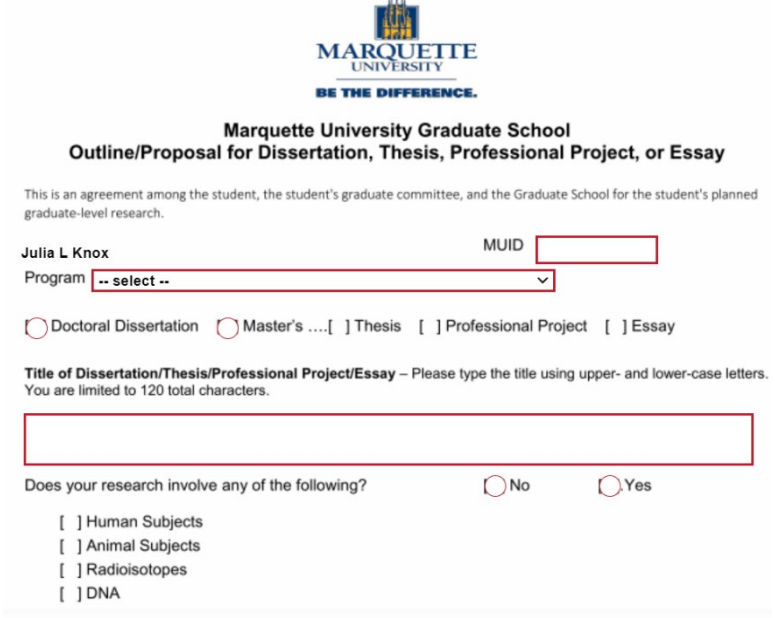
Email:
Email Address

Department Chair

Name: *
Full Name

Email: *
Email Address

BEGIN SIGNING

Enter your access code to view the document	
Accept the Electronic Record and Signature Disclosure and then "Continue" button	
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?	

If IRB yes, • Checkbox what research involves • Attach ORC approval letter • Attach Kuali Protocol form	
Next Page • Upload outline • Sign the document • Will this research cause any conflict of interest? • If yes, briefly explain Once completed, select "Finish"	

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.	
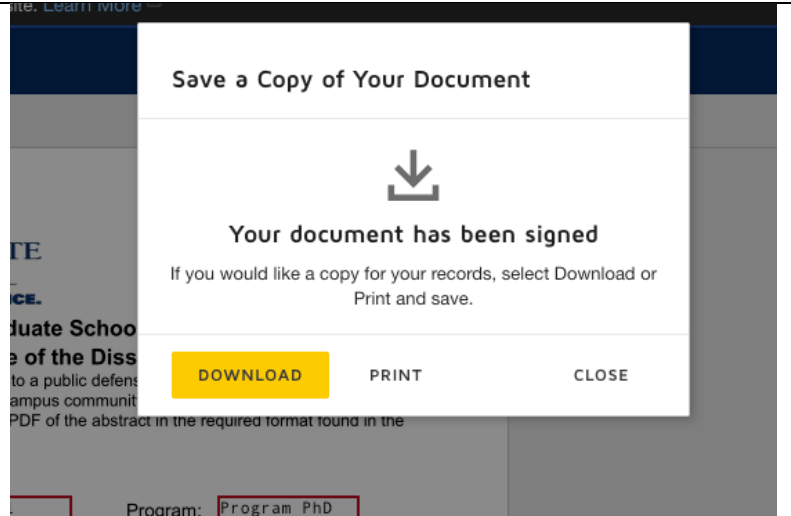
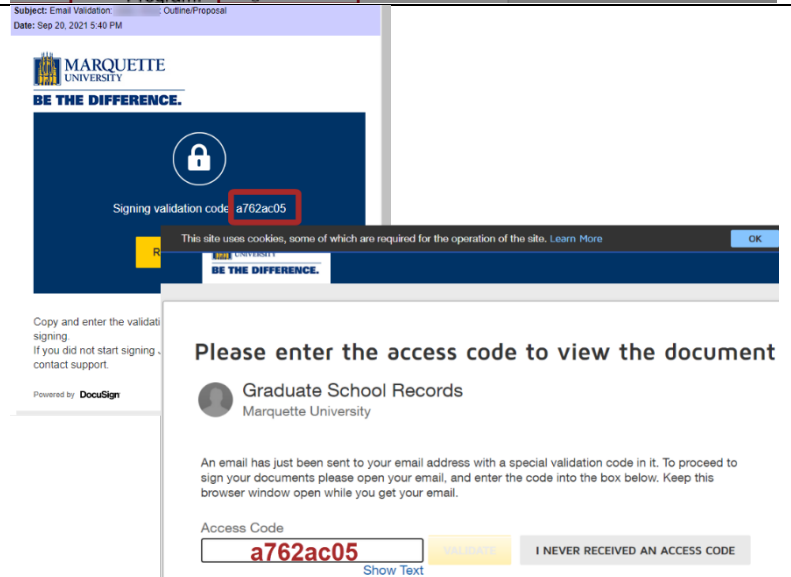## Outline Approval Process Flow:

- **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**.