BALL STATE UNIVERSITY
TOPIC APPROVAL SHEET FOR RESEARCH PAPER/CREATIVE PROJECT
(RES 697/CRPR 698 – 3 HRS) * MASTER'S DEGREE CANDIDATES
ALL COMMITTEE MEMBERS MUST HAVE GRADUATE FACULTY STATUS

This form is to be accompanied by a 1-page typewritten description of the proposed research paper or creative project (3 hrs) including the problem, the value and significance of the problem, and the method.

To the student: Submit a signed copy of this form to the Graduate School (WQ 100) before you begin work on your research paper or creative project and before enrolling in RES 697/CRPR 698. Students should register for RES 697/CRPR 698 no later than the Friday of the third to the last week of the term.

Student's Name _____ BSU ID# _____

Student's Email Address_____

Major Area _____

It is your responsibility to determine whether your project needs approval from the appropriate research compliance committee. If so, this approval must be secured before the study begins. The project advisor and department head should not sign off until the appropriate clearance for research compliance has been obtained and they have read and approved the written description of your proposal. Direct research integrity questions to the Office of Research Integrity, 285-5070 or 285-5034.

Protocol submitted to the appropriate compliance committee: Yes ☐ No* ☐ Not Applicable ☐

*Please attach explanation why protocol has not been submitted to the appropriate compliance committee.

Approval For Research Involving	**Committee**	**Guidelines Available**
Human Subjects	Institutional Review Board	www.bsu.edu/irb
Animals	Animal Care and Use Committee	www.bsu.edu/animalcare
Infectious agents or materials	Institutional Biosafety Committee	www.bsu.edu/biosafety

Title of Proposed Project:

Topic selected for a: ☐ Research Paper (RES 697 – 3 hrs)
☐ Creative Project (CRPR 698 – 3 hrs)

Our signatures herewith certify that the student and faculty advisor understand that no data collection can begin until the protocol, if applicable, is approved by the appropriate compliance committee. As faculty advisor, I assure that I will provide all necessary guidance and mentoring to the student and assist with the submission of materials to the appropriate research compliance committee. I also agree to provide the writer with all the essential instruction to insure an acceptable document for presentation to the Graduate School for the master's degree requirement.

Student signature_____Date_____

Approved: _____
Adviser (**TYPED** with signature) Date

_____
Department Head (or designate) (**TYPED** with signature) Date

Graduate Office Approval_____
Associate Dean, Graduate School Date

For instructions on writing the research paper or creative project, see Graduate School Requirements for Writing a Research Paper, Thesis, or Creative Project.