

## PROPOSAL MEETING

Prior to undertaking the major research activities required for the thesis, a detailed research proposal must be discussed and approved by the advisory committee at the Research Proposal Meeting. Obtain approval from the advisory committee to begin research activities for thesis. The advisory committee must ensure the student's research proposal is suitable for the degree being sought and can be carried out successfully in a reasonable period of time. Thus, the proposal meeting should be held before extensive data collection has begun. **Pharmacy and Nutrition graduate students must hold their proposal meetings between six months and one year after starting the program** unless prior approval for a delay is received from the Associate Dean, Research and Graduate Affairs.

Students are encouraged to organize the proposal meeting occurring at least ONE week after proposal document has been circulated. Include the graduate program secretary on all emails pertaining to scheduling this meeting.

As indicated above, students must submit the written research proposal **a minimum of one week** before the meeting. More than one week's notice is often appreciated by committee members. In fact, students and supervisors are urged to include advisory committee members in the development of the proposal so issues can be identified and resolved prior to the proposal meeting. Also, it is encouraged to format the proposal document using the final thesis template to help students reduce their workload in the final stages of drafting their program.

For guidance about formatting the thesis document, students are encouraged to visit the College of Graduate and Postdoctoral Studies (CGPS) website and click on "The Grad HUB". On this page you will find an option for "Thesis Roadmap" that provides detailed information about style and formatting of your final thesis.

The research proposal should include the following elements:

- Title
- Introduction and literature review sufficient to:
  - Provide background for the research question
  - Justify the proposed project
  - Recognize methodology appropriate for the project
- Clear hypothesis and objectives
- Methodology
- Preliminary results or techniques learned (if already available)
- Timeline for the project

Students must also prepare a 15-to-20-minute presentation for the research proposal meeting. It should include the major elements of the proposal including the timeline for completion. The research presentation will be followed by an in-depth discussion and question period led by advisory committee members.