

Form TD1: Thesis/Dissertation Research Proposal

Submit completed research proposals to your graduate program office. DO NOT submit forms directly to the Office of Research Ethics (ORE).

Student information		
Surname	Given name(s)	
Student number	E-mail	Phone
Program	Degree & year of study	Current status
Title of Research Proposal		
<input type="checkbox"/> Thesis <input type="checkbox"/> Dissertation <input type="checkbox"/> Pilot Project ¹		

Type of Research	Documents to submit	
Please check one:	Programs will forward the following to the Office of the Dean, Graduate Studies, 230 York Lanes	
<input type="checkbox"/> A	No human participants and no secondary data analysis ²	<ul style="list-style-type: none"> • TD1 (signed by student, supervisor, and graduate program director) • Thesis/Dissertation Proposal
<input type="checkbox"/> B	Human participants, minimum risk ³	<ul style="list-style-type: none"> • TD1 (signed by student, supervisor, and graduate program director) • Thesis/Dissertation Proposal • TD2 (signed by student and supervisor) (original + 1 copy) • Sample informed consent and other relevant documents (original + 1 copy) • TCPS Tutorial Certificate
<input type="checkbox"/> C	Secondary Data Analysis not conducted as part of a faculty research project	<ul style="list-style-type: none"> • TD1 (signed by student, supervisor, and graduate program director) • Thesis/Dissertation Proposal • TD2 (signed by student and supervisor) (original + 1 copy) • Informed consent and other relevant documents (original + 1 copy) if applicable • TCPS Tutorial Certificate
<input type="checkbox"/> D	Research involving Aboriginal/Indigenous Peoples ⁴ (Do NOT use TD2 form; use HPRC form)⁵	<ul style="list-style-type: none"> • TD1 (signed by student, supervisor, and graduate program director) • Thesis/Dissertation Proposal • HPRC Protocol Form (signed by student and supervisor) • Sample informed consent and other relevant documents • Checklist for Researchers: Research Involving Aboriginal People • TCPS Tutorial Certificate → FGS will forward to Aboriginal Research Ethics Advisory Group (AREAG) & HPRC for non-delegated review
<input type="checkbox"/> E	Human Participants, data collected under faculty research grant with HPRC Approval Certificate	<ul style="list-style-type: none"> • TD1 (signed by student, supervisor, and graduate program director) • Thesis/Dissertation Proposal • TD4 (original + 1 copy) • HPRC Approval Certificate for Supervisor's research project • TCPS Tutorial Certificate
<input type="checkbox"/> F	Animals or biohazards (must be under faculty supervision)	<ul style="list-style-type: none"> • TD1 (signed by student, supervisor, and graduate program director) • Thesis /Dissertation Proposal • TD4 (original + 1 copy) • Animal Care Committee (ACC), or Biosafety Committee (BCC) Approval Certificate for Supervisor's research project
<input type="checkbox"/> G	<ul style="list-style-type: none"> • Human Participants, more than minimal risk, or • Research involving Clinical Trials (Do NOT use TD2 form; use HPRC form)⁵	<ul style="list-style-type: none"> • TD1 (signed by student, supervisor, and graduate program director) • Thesis /Dissertation Proposal • HPRC Protocol Form (signed by student and supervisor) • Sample informed consent and other relevant documents • TCPS Tutorial Certificate → FGS will forward to HPRC for non-delegated review

TD1 = Thesis/Dissertation Research Proposal Form

TD2 = Research Ethics Protocol Form for Graduate Students

TD4 = Statement of Relationship between Proposal and an Existing HPRC Approved Project

TCPS= Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans Tutorial Course on Research Ethics

Proposal guidelines can be found on the FGS website:

Guidelines on Thesis & Dissertation proposals: gradstudies.yorku.ca/current-students/thesis-dissertation/general-requirements/

Guidelines on research ethics: gradstudies.yorku.ca/current-students/thesis-dissertation/research-ethics/

Student Signature

I hereby certify that all information on this form and all statements in the attached documentation are correct and complete.

Student Name	Student Signature	Date (mm/dd/yyyy)
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Supervisor Recommendation

I recommend the Faculty of Graduate Studies approve the proposal for the above student. The Supervisory Committee has reviewed the Research Proposal and research ethics protocols (if applicable) and has recommended it be submitted for FGS approval.

I attest that the Supervisory Committee has reviewed the Research Proposal and research ethics protocols (if applicable) and has recommended it be submitted for FGS approval. **(If this box is not checked, all members of the Supervisory Committee must sign this form below.)**

Supervisor Name	Supervisor Signature	Date (mm/dd/yyyy)
Supervisory Committee Member Name	Supervisory Committee Member Signature	Date (mm/dd/yyyy)
Supervisory Committee Member Name	Supervisory Committee Member Signature	Date (mm/dd/yyyy)

Graduate Program Director Recommendation

I recommend the Faculty of Graduate Studies approve the proposal for the above student. The Supervisory Committee has reviewed the Research Proposal and research ethics protocols (if applicable) and has recommended it be submitted for FGS approval.

Graduate Program Director Name	Graduate Program Director Signature	Date (mm/dd/yyyy)
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Faculty of Graduate Studies Recommendation

I approve the proposal for the above student.

Associate Dean, FGS Name	Associate Dean, FGS Signature	Date (mm/dd/yyyy)
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Notes:

¹ A pilot project is defined as preliminary research that is necessary in order to be able to write the thesis or dissertation proposal. Pilot projects must still include a description of research procedures and sample research instruments (e.g., survey or interview questions). Please submit TD2 form and informed consent documents.

² Secondary Data Analysis is described as the analysis of data involving human participants collected for a purpose other than that for which it was originally collected in order to pursue a research interest which is distinct from that of the original work.

³ The HPRC uses the definition of minimal risk as outlined in the SSHRC/NSERC/CIHR Tri-Council Policy Statement: "Ethical Conduct for Research Involving Humans" (December 2014): "minimal risk" research is defined as research in which the probability and magnitude of possible harms implied by participation in the research is no greater than those encountered by participants in those aspects of their everyday life that relate to the research" (Article 2.8B). An expanded version of this definition is available from the Office of Research Ethics upon request.

⁴ Your research involves Aboriginal/Indigenous Peoples if:

- your research will be conducted on Aboriginal land (Canada; international);
- recruitment criteria will include Aboriginal identity as either a factor for the entire study or for a subgroup of the study;
- your research will seek input from participants regarding an Aboriginal community's cultural heritage, artefacts or traditional knowledge;
- aboriginal identity or membership in an aboriginal community will be used as a variable for the purpose of analysis of the research data; or
- interpretation of research results will refer to Aboriginal communities, peoples, language, history or culture.

* **Note:** Literary criticism and/or history (excluding oral history) and/or primarily textual activities are not applicable.

⁵ To access the HPRC form, contact the Office of Research Ethics: ore@yorku.ca

Privacy: Personal information in connection with this form is collected under the authority of *The York University Act, 1965* and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, (416) 736-2100 x 55521.