

School of Music Registration of Dissertation or Doctoral Research Project Proposal

Your Name: _____

Your ID Number: _____ Date _____

The proposal accompanying this form should provide a cohesive written description of the work to be undertaken, the methodology, the project's contribution to the field, and the anticipated format and nature of the tangible outcome of the Research Project, along with any bibliography, sample of editing, appendices, or other relevant material that demonstrates preparedness and proficiency for undertaking the proposed project. **Each Committee member must receive a copy of the proposal and supporting materials to review before signing this form to indicate approval.** Upon submitting the proposal, a meeting between the candidate and the Dissertation Committee or Doctoral Performance and Research Committee is recommended.

By signing this form (**SEE REVERSE**), the members of the Dissertation Committee or Doctoral Performance and Research Committee indicate approval of the attached proposal for the Doctoral Research Project or dissertation. The candidate submits this completed form, along with the project or dissertation proposal and supporting materials, to the Major Professor and the DPRC or the Dissertation Committee. The Major Professor is then responsible for getting all other Committee members' signatures and submitting the proposal to the DGS/School of Music Graduate Office. The candidate will be notified only if the Director of Graduate Studies recommends modifications.

DEADLINE FOR SUBMITTING THE DISSERTATION OR DOCTORAL RESEARCH PROJECT

PROPOSAL:

The Doctoral Research Project proposal shall be approved as early as possible, usually no later than one full semester after prelims have been passed, but **in no case later than the end of the semester preceding the completion of the research project.** (Thus, students planning to graduate in the Spring semester must submit the proposal to the major professor no later than **October 31st**; and for Fall graduation, no later than **March 31st**.)

DOCTORAL RESEARCH PROJECT ***PROPOSAL*** TIMELINE:

	To Major Professor & Committee by:	To DGS by*:
Spring Graduation	October 31	November 30
Fall Graduation	March 31	April 30

*Major Professor is responsible for getting all other Committee members' signatures and submitting the proposal to the DGS.

DEADLINE FOR COMPLETING THE DISSERTATION OR RESEARCH ***PROJECT***:

Before submitting the completed dissertation or Doctoral Research Project to the committee, the completed project should have already been reviewed and approved by the candidate's major professor. School of Music rules require that students must submit the **completed Dissertation or Doctoral Research Project** to their committee members no later than **October 15** for a fall graduation, or **March 15** for a spring graduation. Committee members then have six weeks to review the document and determine whether to schedule a defense, or whether further work is required. Faculty members are under no obligation to read material received after

these deadlines. Any deviations from this timetable must be discussed and agreed to by all members of your committee.

I have read the above and understand these requirements.

(Student's Signature)

(Date)

HUMAN SUBJECTS

Students and their supervising faculty are expected to be knowledgeable of and compliant with all University and Federal Guidelines governing human subject research. Please consult the Graduate School's Research and Sponsored Programs web site at <https://research.wisc.edu/compliance-policy/human-research-protection-program/> for complete information regarding guidelines, completing the on-line tutorial, and submitting the required protocol. **Your signature is required on ONE of the following two lines, A OR B:**

A. I have read the University guidelines and have determined that my research does **NOT** need to be reviewed.

(STUDENT SIGNATURE)

(DATE)

OR B. I have read the University guidelines and realize that I will need to undertake the University's Human Subjects Training and submit a Protocol to the Review Board. I have discussed this situation with my supervising professor.

(STUDENT SIGNATURE)

(DATE)

COMMITTEE APPROVAL

The Committee must include at least three members with appointments as Assistant, Associate or Full Professor. One member should be an eligible faculty member outside the major field. See [Doctoral Performance & Research Committee \(DPRC\) Registration Form](#) and the [School of Music Graduate Student Handbook](#) for complete information regarding Committees.

Signatures (indicating proposal approval & commitment to work with candidate).

I. _____ Co-Advisor or Project Advisor

_____ Major Professor (if different from Project Advisor)

Additional members of the Committee

II. _____ (Print name: _____)
(Minor Professor)

III. _____ (Print name: _____)

IV. _____ (Print name: _____)

V. _____ (Print name: _____)

(Fifth Member is Optional. Emeritus Faculty more than one year past retirement may ONLY serve as the Fifth or Optional Sixth Member)

Graduate Committee Approval: _____
(Director of Graduate Studies) (Date)