**MS Thesis/Research Paper Proposal Acceptance Form**

MS Thesis or Research Proposal

After completing the first year of coursework, students should assemble a thesis or research paper committee. The committee should have at least three members and the majority of the members, including the chair, must be from the Epidemiology core training faculty (see below). The student should arrange committee meetings at least twice a year to discuss progress and a time line for completing the thesis or research paper, and should meet with their mentor/chair more often.

First, a proposal is developed based on the NIH format, outlining the background, significance and specific aims for the proposed research. In addition, a detailed methods section should be

developed to demonstrate understanding of study design issues and the analytic approach along with any preliminary findings. The student then gives a presentation of the proposal to the

committee (this is not a formal Graduate School exam). When the proposal is approved by the

committee, the members of the committee sign the proposal acceptance form. The acceptance

form is forwarded to the program coordinator (Brenda Witt) and placed in the student's file along with a copy of the proposal. Minutes of the regular committee meetings are forwarded to the program coordinator for the student’s file to document progress in their research.

**MS Thesis/Research Paper Proposal Acceptance Form**

Please Print Clearly

Name:

Student ID:

Thesis/Research Paper Topic:

1. Committee Members:

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1. Proposal:

In Progress? \_\_\_\_ Yes \_\_\_\_ No

Proposal Approved by Committee? \_\_\_\_\_Yes \_\_\_\_No

Date Proposal was Approved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A copy of the student’s written proposal should be attached to this form.**

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Committeee Chair’s Signature Date

**Please return this form to Brenda Witt (E3300) or by email at** [**Brenda.witt@ucdenver.edu**](mailto:Brenda.witt@ucdenver.edu) **after this Proposal Acceptance Committee meeting.**