

TEACHERS COLLEGE
COLUMBIA UNIVERSITY
Office of the Registrar
Box 172 • 324 Thorndike Hall • 525 West 120th Street • New York, NY 10027
Phone: (212) 678-4050 • Fax: (212) 678-3005

Instructions for Completing the Dissertation Proposal Hearing Report

After a successful Dissertation Proposal Hearing, all dissertation research must be reviewed by the Institutional Review Board (IRB) even if the study does not include human subjects. The IRB letter must indicate if the student's study is exempt or has been approved for the use of Human Subjects. All students should review the IRB Website for additional information. The **Office of Research Compliance** handles the procedures and provides information on the process of the IRB applications. For additional information and assistance on IRB issues, please contact:

The Office of Research Compliance
Institutional Review Board (IRB)
(212) 678-4105
E-mail: irb@tc.columbia.edu
<http://www.tc.columbia.edu/institutional-review-board/>

The Teachers College IRB website has links to IRB forms and guidelines (including NYC Board of Education Guidelines), information on how to satisfy the Human Subjects' Protection requirement, and a quick reference of review categories and other IRB issues. **NOTE: The website is the ONLY place to complete the IRB application.**

An additional resource is the **Office of Human Research Protections (OHRP)**, the agency within the Department of Health and Human Services (DHHS) that oversees research involving human subjects and enforces the federal regulations governing such research. The OHRP's website is <http://ohrp.osophs.dhhs.gov/>.

Steps to file the Proposal submission:

1) Upon completion of the proposal hearing, please have this form fully filled out and signed by the Dissertation Proposal Committee and your Department Chairperson. Then please e-mail this form to ods@tc.columbia.edu.

NOTE: Please submit the form promptly as submitting the form late does not delay the start of Obligation for Continuous Enrollment.

2) File for IRB approval. Once you receive IRB approval after the proposal hearing, submit the one page approved IRB letter and e-mail a pdf copy of the approved dissertation proposal manuscript to ods@tc.columbia.edu.

NOTE: ODS does not require IRB from any other source and it also does not need any IRB application paperwork.

NOTE: To ensure the methodology approved at the Dissertation Proposal Hearing is approved by IRB, the date of the IRB approval letter must be after the date of the proposal hearing. If previously IRB approved data is being used, you must still submit a new IRB application for the proposal hearing.

NOTE: A student may not have a Leave of Absence, Waiver, or Personal Exemption from Dissertation Advisement in the same semester that they hold a Dissertation Proposal Hearing.

Date IRB Letter received: _____

Date manuscript received: _____

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Dissertation Proposal Hearing Report

Dissertation Proposal Hearing Date Held: _____
Month Day Year

- **All documents** should be submitted to ods@tc.columbia.edu in pdf format.

Please check your degree program:

<input type="checkbox"/>	Ed.D.	-	Doctor of Education
<input type="checkbox"/>	Ed.D. CTAS	-	Doctor of Education in College Teaching of an Academic Subject
<input type="checkbox"/>	Ph.D.	-	Doctor of Philosophy

Part I – Candidate Statement

Student Name: _____ TC ID #: _____
Last Name First Name M.I.

Day Phone #: _____ Email: _____

Department: _____ Program: _____

Title of Proposed Dissertation: _____

Dissertation Sponsor Name: _____

Second Committee Member
Name: _____

Additional Member Name (if
applicable): _____

DISSERTATION PROPOSAL HEARING REPORT

Part II – Approval by Dissertation Committee Members

The dissertation sponsor, second committee member and third member (if any), agree that the proposal is practicable and acceptable, that its plan and prospectus are satisfactory, and that the student is competent in the knowledge and techniques required, approve the proposal and recommend that the student proceed according to the prospectus and under the supervision of the Dissertation Committee.

The faculty present and voting YES sign here (*All committee member signatures are required*):

- | | | | |
|----|--|------------|-------|
| 1. | _____ | _____ | _____ |
| | Dissertation Sponsor's Signature | Print Name | Date |
| 2. | _____ | _____ | _____ |
| | Second Committee Member's Signature | Print Name | Date |
| 3. | _____ | _____ | _____ |
| | Additional Committee Member's Signature
(if applicable) | Print Name | Date |

NOTE: An official third member will require a five member Dissertation Oral Defense Committee

The faculty present and voting NO sign here:

- | | | | |
|----|--|------------|-------|
| 1. | _____ | _____ | _____ |
| | Dissertation Sponsor's Signature | Print Name | Date |
| 2. | _____ | _____ | _____ |
| | Second Committee Member's Signature | Print Name | Date |
| 3. | _____ | _____ | _____ |
| | Additional Committee Member's Signature
(if applicable) | Print Name | Date |

Part III – To Be Signed by the Department Chair

Department Chair's Signature

Print Name

Date