FAQ’s regarding Research Policy/Process for Dissertations

Who Should Submit Research Proposals?

Students in JWU’s Doctoral Program

Students working on dissertations for JWU’s Ed.D. program should follow the “Use of Human Subjects in Field Projects and Dissertation Research” procedures put forth by the program. However, if the dissertation is based on research on JWU populations (faculty, students, and staff) or materials (reports, policy documents, strategic plans, etc.) and/or results of the study will be used for JWU institutional purposes, students should consult with the Director of Institutional Research to determine if research committee review is necessary.

Students in non-JWU Doctoral Programs

All dissertation proposals for non-JWU programs must be reviewed by the JWU-research committee before research can begin, if JWU constituencies (faculty, staff, students, etc.) or materials are subjects of the study.

When in Dissertation Research process should Proposals be Submitted to Research Committee?

It is preferable to submit the dissertation plan to the JWU research committee after the dissertation proposal has been officially approved by the student’s committee and sponsor at his home program/institution. However, the research committee recognizes that the acceptance of a dissertation proposal is often contingent upon the student having identified a specific site and/or population to study. Therefore, the JWU research committee will review proposals prior to their official acceptance, as long as the following have been settled and clearly stated:

- Workable research question(s) have been developed.
- Drafts of data collection tools have been created.
- Intended JWU target population and/or JWU materials used have been specified.
- A timeline for administering the data collection tool has been developed.

How can Proposals be Submitted, and what should be Submitted with them?

Anyone who wishes to conduct a dissertation at JWU should fill out and submit the External Research form, unless the doctoral student is a JWU employee whose project will primarily be used for institutional purposes, in which case the Internal Research form would be more appropriate (please contact the Office of Institutional Research for guidance on which form to use, if you are in doubt):

External Form: http://www.jwu.edu/forms.aspx?id=40774&ekfrm=40774
In addition to completing the research forms, doctoral students should also submit as many of the following materials as possible or applicable:

- The written dissertation proposal required by the student’s program/institution (if one has been written)
- Data collection tools
- Any memoranda, cover letters, and/or consent forms that will accompany the data collection tools.
- Any Institutional Review Board (IRB) materials required by student’s home institution.

When does the Research Policy Committee meet?

The Committee meets monthly. Please check the Office of Institutional Research website (http://www.jwu.edu/IR/) for specific dates when the research committee meets to discuss research proposals. Proposals must be submitted one week prior to the meeting in order to be reviewed during the meeting.

After the committee discusses a proposal, it is common for there to be follow up questions that need to be addressed before action can be taken on the proposal. Therefore, students should allow ample time between the date at which the proposal is submitted to the research committee and date at which research is scheduled to begin.