THESIS PROCESS

Department of Kinesiology

Western Illinois University

Updated: 2016

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RECOMMENDED TIMETABLE FOR COMPLETION OF THESIS

Faculty of the Kinesiology department support that completing a thesis is a process. It is recommended for students who are considering furthering their education and pursuing a Ph.D. Recognizing the rigor of a thesis, the department sees the completion of a thesis truly as a 4 semester process. (See Below)

STEP	SEMESTER
Selection of topic	End of 1st[d] semester
Register for Kin 599	Beginning of 2nd semester
Selection of chair	Beginning of 2nd semester
Proposal to chair (Chapter 1,2,3)	Middle of 2nd semester
Selection of committee	Middle of 2nd semester
Proposal meeting and approval by committee **Required for Kin 599**	End of 2nd semester
Completion of revisions for Chapter 1-3 (from proposal meeting)	Prior to the beginning of data collection (As required by committee)
IRB submission for research proposal	Beginning of 3rd semester
Data collection	After the IRB approval
Enrollment in Thesis (KIN 601) ***semester student defends**	Fourth semester
Results and discussion to chair	8th week 4th semester
Results and discussion to committee	10th week of 4th semester
Defense of thesis and completion of signature page	At least two weeks prior to final exams
Submission of thesis to graduate studies office	After successful defense of thesis and acquired signatures of committee Friday before final exam week of last semester

Students graduating from the Department of Kinesiology must complete the requirements not only the department but also the university. For more information about the university guidelines for the submission of the thesis students should refer to the graduate studies webpage (URL: http://www.wiu.edu/graduate_studies/thesis_and_dissertation/index.php)

RECOMMENDED COURSE PROJECTION BY SEMESTER

Semester 1 – **Research methods – Kinesiology 512**

Topic development

- Discussion of topic possibilities with graduate coordinator first semester of degree and at the time of submission for the degree plan (completion of 9-15 credit hours)
- Develop a draft of the review of literature finishing with purpose statement and provide to the committee chair no later than the start of 2nd semester

Semester 2 – **Thesis Research – Kinesiology 599**

Proposal Development

- When registering for KIN 599, Thesis Research, students need to complete the form, have it signed by their chair and return it to the graduate coordinator. This must be done prior to registering for KIN 599. See appendix for Kin 599 Form.
- Kin 599 requires completion of chapters 1, 2, and 3 as well as proposal of thesis research to the committee prior to the student receiving a pass/fail grade.

Committee Selection

Semester 3 – **Statistics and measurement – Kinesiology 512**

IRB Approval

- Submit proposal for IRB approval early during the 3rd semester
- To obtain IRB the Human Subjects Research – Initial Review form must be submitted.
- The form can be found at WIU IRB Protocol for the Review of Research as well as in the appendix.

Collect and Analyze Data

- As soon as the student is notified of approval of the research proposal by the IRB, collection of data may begin.
- Students will collect data consistent with IRB approved protocol.
- Students will compile and organize results before conducting analysis
- *NOTE: Pilot work may not be carried out before approval is received. It is highly encouraged that the student is directly working with their chair through the data collection process.*

Semester 4 –**Thesis – Kinesiology 601**

Data analysis, write up and defense

- Complete data collection and analysis early in the semester. It is highly encouraged that the student work directly with chair through the data analysis process and write up of results and discussion.
- Committee members will read and make edits and return to the Chair. The chair will share edits with the student.
- Defend thesis no later than the end of the 4th semester.
- NOTE: Students not successfully defending their thesis within the semester they are registered for KIN 601 will need to register for University 695 course (1 credit) every semester until the thesis is completed.

Committee approval

- Students will need to complete and acquire signatures from their committee on the Committee Approval Form (see appendix). This form then needs to be submitted to graduate coordinator prior to registering for KIN 601.

Preparation of Final Paper

  - Students will submit their final paper (all documents including the signed signature page) electronically through ProQuest Server)

RECOMMENDED RESOURCES FOR THESIS

The thesis is a project that is driven by the graduate student. He/she will need to develop and demonstrate professional scholarship as they will be working independently often with the mentorship of their faculty committee members. Graduate students will need to be self-directed as they move through the process.

Based upon this knowledge it is important that students gather resources that would be helpful in the completion of the research project (thesis). The graduate faculty of the department recommend a variety of resources that students should have access to and use.

- Writing style manual (APA Publication manual)
- Writing a thesis textbooks
    - *How to write a Master's thesis* – 2nd edition (Bui, 2014)
    - Sage publishing (URL://us.sagepub.com/en-us/nam/books)
- Research design and method textbooks
    - Sage publishing (URL://us.sagepub.com/en-us/nam/books)
- Statistical design and analysis textbooks
- Sage publishing (URL://us.sagepub.com/en-us/nam/books)
- WIU library Databases and interlibrary loan
- Previously completed thesis
    - Department
    - WIU Library

THESIS FORMAT

APA or MLA format is required**, as determined by thesis chairperson**

General outline of chapters and their contents

Chapter 1- Introduction and development of the purpose of the study
Chapter 2- Exhaustive review of the literature of necessary research
Chapter 3- Methodology and procedures to address the purpose of the study
Chapter 4- Quantitative or qualitative analysis of data
Chapter 5- Discussion and application of findings to current literature

Types of studies

- Quantitative Research
    - Experimental
    - Causal- comparative
    - Correlational
- Qualitative
    - Ethnography
    - Phenomenology
    - Participant observation
- Case studies
- Survey research

THESIS COMMITTEE

CHAIRPERSON

Chairperson selection

- Students select a chair for their thesis
- The graduate advisor will make recommendations based upon student topic

Chairperson Qualifications

- Full member of Graduate Faculty of Kinesiology department (Refer to graduate catalog)
- Expertise in topic area
- Select a chair that the student feels he/she can work well with
- Supports student timetable for completion

COMMITTEE MEMBERS

Committee Make-Up

- Minimum of two(2) Kinesiology faculty are needed plus the committee chairperson
- Professionals outside the department and/or university can serve on committee as an additional member when they bring another level of expertise to the table.

Committee Member Qualifications

- Must be full or associate graduate faculty (see graduate catalog)
  - Students should select members that work together well
  - Students encouraged to select a member with expertise in statistics
  - Students may select someone outside of the Kinesiology department if it would be helpful to have him/her on the committee (but not as a chairperson)
  - Students need to have 2 WIU faculty on the committee

Committee Member Responsibilities

- Provide support, guidance, and constructive insight to the thesis process.
- Faculty may require a **2-week minimum** reading time for each portion of the thesis they are given to read. This holds true during the fall, spring, and summer sessions. Students should not ask for special consideration.

PROPOSAL AND DEFENSE MEETINGS

PROPOSAL MEETING

Meeting purpose

- Student will orally present the first three chapters of their thesis. Length of presentation will be 20 minutes followed by 10 minutes of questions and answers.
- Students need to demonstrate familiarity with literature and have a purpose statement and methods defense (participants, collection process).
- The meeting will be done in a public forum

Meeting times

- The meeting date and time will be selected by the student and the thesis chair
- The announcement form must be completed and submitted to the thesis chair one week prior to the meeting

THESIS DEFENSE

Meeting purpose

- Oral presentation of completed study in a public forum. The length of the presentation should be 20-30 minutes followed by 10 minutes of questions and answers.
- Private meeting of student and committee will follow immediately after the public forum
- The meeting date and time will be selected by the student and thesis chair
- The approval page of the thesis is to be presented by the student at the time of defense. At the conclusion of a satisfactory defense, the approval page is signed by all committee members and a copy is filed by the committee chair with the school of Graduate Studies. The signed signature page is submitted with final copy of the thesis, and this needs to be scanned for electronic submission

Meeting Times

- The meeting date and time will be selected by the student and the thesis chair
- The announcement form must be completed and submitted to the thesis chair one week prior to the meeting

Preparation for Meeting

- Submit the completed 5 chapter thesis to committee chair for comments and feedback
- After the chair has given approval, thesis draft is submitted to other committee members
- A hard copy of the final draft must be given to committee 2 weeks prior to the defense presentation
- Corrections to the draft are made followed by approval of chair for final defense.

Successful Defense and Follow-Up

- Deadline for thesis to be submitted to the school of graduate studies is the Friday before finals week. Thesis submitted after this date will be considered for graduation the following semester.

IRB APPROVAL PROCESS

Timeline

- After the thesis committee has approved the proposal the student will work with his/her chair to develop the materials for the IRB
- Students will need to secure permission from the Institutional Review Board prior to data collection
- Student will also secure permission from any non-university agency which will supply subjects (schools, hospitals, etc.) as needed.

IRB Approval Levels

- Exempt Review
- Expedited Review
- Full review

More information on review levels see
URL:www.wiu.edu/sponsored_projects/compliance/hs_human_subjects.php

THESIS COMPLETION AND SUBMISSION TO GRADUATE STUDIES

Process Completion - Checklist

- After the thesis has been defended, committee signatures obtained, and all edits have been completed the student should complete the thesis checklist at http://www.wiu.edu/graduate_studies/thesis_and_dissertation/ThesisChecklist.pdf

Electronic Submission

- Then the thesis document needs to be submitted electronically following the ETD submission guidelines found on the graduate studies website (http://www.wiu.edu/graduate_studies/thesis_and_dissertation/submission.php)

Purchasing Bound Copies

- Students need to be sure that the following bond copies are provided to:
    - University library (see the information on the ETD submission webpage)
    - Kinesiology department
    - Thesis chair
        - (this is at the discretion of the thesis chair if he/she wants a bound copy)
    - Students will probably want to purchase a bound copy of their thesis for themselves
    - Bound copies cost approximately $25 per copy

FREQUENTLY ASKED QUESTIONS

What If I Don't Complete My Thesis By The End Of My Fourth Semester?

You will be expected to enroll in UNIV 695 each semester until your capstone experience is completed. Refer to: URL: www.wiu.edu/graduate_studies/catalog/academic_guidelines/index.php#continuous

How Do I Format My Thesis?

The format for your thesis will most likely be following the writing style of APA. Students are strongly encouraged to purchase the APA manual. .

What If I Need Specific Equipment For My Research?

The Graduate Studies office offers the Graduate Student Research and Professional Development Fund which is designed to support student research projects and presentations, scholarly activities, and professional development opportunities. The application and more information can be found at http://www.wiu.edu/graduate_studies/current_students/studentfund.php

How Long Will The IRB Process Take?

Students who are doing any research with Human subjects must go through the IRB process and gain approval prior to collecting data. There are 3 different levels of IRB review (i.e. Exempt, Expedited, and Full).
Those research proposals that do not require full review may be submitted at anytime. Those that require full review will be reviewed at a meeting bringing members of the IRB committee together. These meetings happen monthly. All materials need to be submitted no less than two weeks before the meeting date. Meeting dates can be found at http://www.wiu.edu/sponsored_projects/compliance/hs_irb.php.
If you have questions, please contact Belinda Adamson, Compliance Specialist via the following phone number and address or via e-mail at IRB@wiu.edu .

What Will The Proposal Meeting Entail?

The proposal meeting will be held in the Brophy Hall conference room. All faculty, staff, and students will be notified and invited to attend the meeting. Students must prepare a PowerPoint to deliver Chapters 1, 2, and 3 of their thesis. The proposal should last approximately 20 minutes. After the presentation, faculty, staff, and students will be invited to ask questions following the delivery.

What Will The Defense Meeting Entail?

The defense meeting will be held in the Brophy Hall conference room. All faculty, staff, and students will be notified and invited to attend the meeting. Students must prepare a PowerPoint to deliver Chapters 1, 2, 3, 4, and 5 of their thesis. The defense should last approximately 20 minutes. After the presentation, faculty, staff, and students will be invited to ask questions following the delivery.

FORMS

SAMPLE
REGISTRATION FORM for
KIN 599 THESIS RESEARCH

Download the actual form from:
www.wiu.edu/coehs/kinesiology/graduate_programs/thesis

WESTERN ILLINOIS UNIVERSITY

Department of Kinesiology

KIN 599 – THESIS RESEARCH

(3 semester hours)
Prerequisites: KIN 512

Please provide the information requested. All responses must be typed in the spaces provided. Handwritten information will not be accepted.

Date: _____ **Student's Name:** _____

Semester student will be enrolling in this course: _____

Thesis Topic: _____

Brief description of your research idea:

Thesis Chair **Committee Members** *(if known)*

Course Objectives: *By the end of this course, the student will:*

1. Synthesize the literature related to the proposed thesis topic.
2. Prepare Chapters 1 (Introduction), 2 (Literature Review) and 3 (Methods) of a thesis proposal.
3. Develop the materials needed for a thesis proposal presentation.
4. Prepare the appropriate IRB materials for the project
5. Schedule the date for a thesis proposal presentation

_____

Signature - Student Date

_____

Signature – Thesis Chair Date

This form needs to be completed by the graduate student with consultation from the faculty member who has agreed to serve as the thesis chair. When completed, please submit a paper copy course (complete with signatures) to the Graduate Coordinator (Brophy 220) no later than the end of the 2nd week of classes. Permission to register for KIN 599 will not be granted until the form has been submitted.

IRB APPROVAL FORM

SAMPLE IRB APPROVAL FORM

Download the actual form from:

http://www.wiu.edu/irbform

WESTERN ILLINOIS UNIVERSITY

INSTITUTIONAL REVIEW BOARD
(FWA: 00005865)
1 University Circle, Sherman Hall 320
Macomb, IL 61455
Telephone: 309-298-1191 Fax: 309-298-2091
Email: IRB@wiu.edu

Human Subjects Research - Initial Review Form

Guidelines for completing this research protocol:

- All research protocols must be typed.
- Each individual on the research team that needs to be listed on the approval letter must be listed as an investigator or co-investigator on this form.
- If new personnel are added after IRB approval you must notify the IRB by submitting the WIU Review and Monitoring Form.
- All items on the research protocol must be answered (*see the exception for existing data protocols). If a particular item does not relate to your protocol, indicate "not applicable."
- In order to ensure a timely review, research investigators are encouraged to be clear and concise, use lay language, and avoid the use of discipline specific language.

Before you submit your research materials check the boxes below to ensure that you have the following documents prepared for IRB review:

☐Adequate training of research team (i.e., you must submit a copy if OSP does not already have a copy of your NIH/CITI training certificates on file)
☐Complete IRB protocol
☐Informed consent/assent/parental permission document(s)
☐Research materials (e.g., surveys, interview items, questionnaires for data collection, etc.)
☐Recruitment materials
☐Letter(s) of support
☐Request for Waiver under 45 CFR§46.116 (c) and/or (d), (if applicable)

*Guidelines for completing the IRB protocol and other research materials can be located at: http://www.wiu.edu/irbform. ***Be sure to allow 10 – 20 business days for Initial Review!***

Complete research protocols should be submitted electronically to:

The Office of Sponsored Projects
C/O: Belinda Adamson, Compliance Specialist
irb@wiu.edu

Section 1. Research Personnel ***In the space provided, include all individuals who will interact or intervene with human subjects or their private, identifiable information. Additional personnel can be added under Section 9. If new members are added to your research team after IRB approval, the PI must submit the WIU Review and Monitoring Form with the information below.***						
Project Title:						
Principal Investigator/ Faculty Advisor: (*Cannot be a student investigator.*)						
Department:						
Address:						
Telephone Number:						
Email Address:						
Research with Human Subjects Training:	☐	NIH	☐	CITI – Social and Behavioral Module		
Co-Investigator/Student Investigator:						
Department/Non-WIU Affiliation:						
Telephone Number:						
Email Address:						
Research with Human Subjects Training:	☐	NIH	☐	CITI – Social and Behavioral Module	☐	CITI – Student Class Projects Module
Co-Investigator/Student Investigator: *(List additional investigators under section 9.)*						
Department/Non-WIU Affiliation:						
Telephone Number:						
Email Address:						
Research with Human Subjects Training:	☐	NIH	☐	CITI – Social and Behavioral Module	☐	CITI – Student Class Projects Module
Is another institution engaged in the research? (i.e., an agent of another institution/entity will interact or intervene with human subjects or their identifiable private information for research purposes, or obtain informed consent.) ☐ No ☐ Yes						
Is another institution or review committee reviewing this research proposal? ☐ No ☐ Yes If yes, list the institution(s): If yes, has approval been obtained: ☐No ☐ Yes *(Submit all documentation from the external committee for IRB review, if applicable.)*						

Section 2. Funding or Anticipated Funding Source	
☐Not Applicable ☐Name of External Funding Agency: ☐Name of Internal Grant Program:	
Contract or Grant Title:	
Contract or Grant Number:	(☐N/A - funding is pending)

Section 3: Participant Population and Recruitment

1. Targeted participant population, select all that apply:

***1a. Note: if this research protocol calls for multiple samples, please attach and label a chart that describes each sample specifically*.**

Age:
☐ Adults (>/= 18 years old)
☐ Minors (< 18 years old)
☐ Specific age range:

Gender:
☐ No targeted gender population (i.e., both males and females will be recruited)
☐Male
☐ Female
☐ Other (e.g., Transgender):

Race:
☐ No targeted race population (i.e., a variety of races will be recruited)
☐ African-American/Black ☐ American Indian or Alaska Native ☐ Asian ☐ Hispanic/Latino ☐ Indian (India) ☐ Middle Eastern ☐ Native-American ☐ Non-Hispanic White
☐ Other:

Sexual orientation:
☐ No targeted sexual orientation population
☐ Heterosexual
☐ Sexual minority (e.g., homosexual, bisexual), specify:

College students:
☐ No targeted college population
☐ WIU general student body
☐ Targeted WIU student population (provide the instructor or course information, name of the departmental subject pool, or specific characteristics):
☐ Students at institution(s) other than WIU, specify:

Other:
☐ Illiterate
☐ Inpatient participants
☐ Institutionalized participants
☐ Low income or economically disadvantaged persons
☐ Non-English speaking
☐ Mentally/Emotionally/Developmentally Disabled or impaired decision making capacity
☐ Outpatient participants
☐ Physically impaired
☐ Pregnant women
☐ Prisoners
☐ Other:

2. Describe participant characteristics not included above, if applicable: (☐ Not applicable)

3. For each group of participants,
Describe inclusion criteria (*if children, prisoners or other vulnerable participants will be recruited, explain why*

their inclusion is necessary)**:**

Describe exclusion criteria:

4. For each group of participants,
Provide an estimated population size:
Provide an estimated sample size:

5. If participants are selected from records, (☐ Not applicable)
a. Provide the name of the individual who has given the research team permission to use the records:

b. Are the records private student or medical records? ☐ Yes ☐ No

(Include the appropriate documentation to obtain these records, e.g., consent forms, FERPA/HIPAA release form, etc.)

6. Recruitment procedures, select all that apply:
☐ Student subject pool
☐ E-mail distribution via: ☐ TeleSTARS ☐ Personal email account ☐ Survey software tool (e.g., SurveyMonkey,Qualtrics, etc.), specify:
☐ U.S. mail
☐ Handout/flyer
☐ Web site ad
☐ Newspaper ad
☐ Verbal announcement
☐ Other, specify:

(Submit all recruitment materials, written materials as well as a sample of verbal recruitment announcements, for IRB review and approval, if applicable.)

7. For each group of participants, describe the details of the recruitment process (e.g., how are you obtaining email/mailing addresses, where are you distributing flyers, describe snowball sampling, etc.).

8. Describe how permission has been or will be obtained from outside institutions or entities to recruit, conduct research, or access records at their site. (☐ Not applicable)

(Append letters of support from outside entities, if applicable.)

9. What, if any, relationship exists between the researcher(s) and participants involved in the research or records? (☐ Not applicable)

10. Describe any compensation, monetary inducements, or reimbursement for participation (e.g., if participants are paid or offered extra credit, include the amount, how and when it will be coordinated).
(☐ Not applicable)

Section 4. Informed Consent Procedures

1. Will participants sign a written consent/assent/parental permission document? Check Yes/No below.
(For an explanation of the elements of informed consent and documenting it, please see: http://www.wiu.edu/consent).

☐ **Yes**	**If yes,** **By whom will written consent be obtained** (e.g., PI, student researcher, etc.):

	Describe the method that will be used to obtain voluntary informed consent/assent/parental permission (e.g., consent letter/form, script for phone interview, etc.) **and in what setting will it be obtained** (e.g., in-person, by phone, in a classroom, in the workplace). **For assent/parental permission procedures, describe how you will ensure that only minors with parental permission forms will be included in the research. If applicable, describe how you will match or align minor assent forms with parental permission forms.** ☐ Not applicable **Will participants receive a copy for their records?** ☐ Yes ☐ No, explain: *(Submit all informed consent documents for IRB review and approval.)*
☐ **No**	**If no,** **Will participants be asked to complete an online survey in which the research team will present them with a written statement including all of the required elements of consent and will they be asked to complete the survey, thereby ensuring their voluntary participation in the research?** ☐ Yes (skip to part d. below) ☐ No **If participants will not sign a written consent/assent/parental permission document or be presented with a written statement, you must request a waiver of written documentation of consent using the " Waiver of Consent" template found here:** **http://www.wiu.edu/sponsored_projects/compliance/waiver_doc_consent.php** **If participants will not sign a written consent/assent/parental permission document, will they receive an information sheet that provides them with what they need to know before deciding to participate?** ☐ Yes ☐ No, explain: **Will participants receive a copy for their records?** ☐ Yes ☐ No, explain: *(Submit all information sheets for IRB review and approval, if applicable.)*

2. If potential participants or their legally authorized representatives are non-English speaking, please explain how the investigator will identify these participants and ensure their ability to understand information about the study to provide consent. ☐ Not applicable

3. Indicate factors that might interfere or influence consent procedures:

☐ No known factors.
☐ Research will involve enrolled students in a course/program taught by a member of the research team.
☐ Participants are employees whose supervisor(s) is/are recruiting/requiring participation.
☐ Participants have a close relationship to research team.
☐ Other, specify any relationship that exists between the research team and the participants:

a. Describe the procedures to mitigate the above factors: ☐ Not applicable

Section 5. Study Description

1. Provide a brief description of the purpose of the proposed research project, including research questions or hypotheses, and any relevant background information. *Use language understood by a person unfamiliar with your area of research.*

2. Type of research, select all that apply:
☐ Faculty/independent research
☐ Student research
☐ Class project – course:
☐ Honor's thesis or project/Master's thesis/Dissertation
☐ Research conducted in established or commonly accepted educational settings, involving normal educational practices (e.g., effectiveness of or the comparison among instruction techniques, curricula, or classroom management methods).
☐ Other, specify:

3. Do you plan to publish, present, or archive your results? ☐ Yes ☐ No ☐ Uncertain

4. Provide an estimated data collection period: .
(This timeframe must begin after the IRB approval date.)

Section 6. Study Procedures

1. Select all research methods that apply:
☐ Paper surveys/questionnaires
☐ Online surveys/questionnaires, specify which survey software tool:
☐ Telephone surveys/questionnaires
☐ Standardized written/oral/visual tests
☐ Intervention (e.g., experimental manipulation)
☐ Interviews
☐ Focus groups
☐ Oral history
☐ Field work: ☐ public observation ☐ classroom observation ☐ work site observation ☐ Other:
☐ Ethnography: ☐ participant ☐ observer ☐ participant-observer
☐ Voice, video, digital or image recordings made for research purposes
☐ Moderate exercise and muscular strength
☐ Materials (i.e., archived data, documents, records, or biological specimens) that have been collected or will be collected for non-research purposes.
☐ Materials (i.e., archived data, documents, records, or biological specimens) that have already been collected or that which currently exists.
Provide the source of the existing or archived data:
☐ Collection or study of materials (i.e., archived data, documents, records, or biological specimens) that are publicly available or if the information is recorded so that participants cannot be identified, directly or indirectly through identifiers
☐ Materials (i.e., archived data, documents, records, or biological specimens) that have been collected for another research project
☐ Other, specify:

2. List and briefly describe the testing instruments, surveys, interview items, and/or additional research materials which will be used in the research *(instruments included in this item must be labeled and submitted for review)*:
☐ Not applicable

(Submit all materials for IRB review and approval, if applicable. The titles or labels you use in this item must match your submitted materials. Do not submit copyrighted or print restricted materials. In the space above provide a description and indicate that there are copyright and/or print restrictions.)

3. Describe the research methods (i.e., the methods selected in Item 1)**, procedures to be used, and the tasks participants will be asked to complete** (i.e., the materials described in Item 2)**:**

(Your procedures should be presented in sequence and include details of any equipment or interventions to be used; clearly distinguish between activities that are research and activities that would occur regardless of whether the research was being conducted; describe what non-participants will do during this period, e.g., activities and supervision.)

4. Describe any other data or data collection tools not included in item 1, 2, or 3 above (e.g., items included on the demographic sheet, data collection sheet, collection of unique identifiers or IP addresses)**:**

☐ Not applicable

*(Submit all materials for IRB review and approval, if applicable.***)**

5. Location of research, select all that apply:

☐ Western Illinois University Macomb Campus, specify the general characteristics of the location (e.g., reserved classroom, open computer lab, University Union or Library, etc.) or if available the specific location (e.g., building and/or room number):

☐ Western Illinois University Quad Cities Campus, specify the general characteristics of the location (e.g., reserved classroom, open computer lab, etc.) or if available the specific location (e.g., building and/or room number):

☐ Off campus location(s), specify:

☐ Internet research

☐ Other, specify:

6. Describe the duration (how long will the participants be involved?) **and frequency of procedures** (how many times will the participants be asked to engage in the research activities?)**:**

7. If your study does not involve any of the procedures below skip to question 8. Otherwise, select all data collection activities that apply:

☐ Blood samples by finger stick, heel stick, ear stick or venipuncture.

Indicate the type of participants:

☐ Healthy, nonpregnant adults who weigh at least 110 pounds

☐ Other adults or minors, describe:

How many times per week will blood be drawn?

How much blood will be drawn at one-time?

How much blood will be drawn in an 8-week period?

How often will collection occur?

Include blood borne pathogen training and procedures to dispose of needles:

☐ Noninvasive procedures to collect biological specimens for research purposes

☐ Sterile surgical/invasive procedures

☐ Banking of biological materials

☐ Noninvasive procedures to collect data such as use of physical sensors applied to the surface of the body and electrocardiography

☐ Procedures involving x-rays

☐ Ingestion of wholesome foods without additives

☐ Ingestion/application of substances other than wholesome foods without additives

☐ Clinical study of a drug/medical device

☐ Obtaining medical data from a health care provider, health plan or health care clearinghouse

☐ Genetic testing

☐ Other, specify:

8. Is this research FDA-regulated (i.e., It is an experiment that involves one or more of the following test articles: foods/dietary supplements that bear a nutrient content/health claim, infant formulas, food/color additives, drugs/medical devices/biological products for human use)?

☐ Not applicable

☐ No ☐ Yes

If yes, explain:

9. Will medical clearance be necessary for participants to be included in your research (e.g., high risk physical exercise or conditioning, tissue or blood sampling, administration of substances such as food or drugs, etc.)?
☐ No ☐ Yes
If yes, explain how the clearance will be obtained:

10. Describe your debriefing procedures (e.g., how and when will participants be debriefed about the research)**:**

(*Be sure to attach your debriefing script.)*
***Deception** (be sure to download and complete the Waiver of Consent - 45 CFR§46.116 portion of the "Waiver of Consent Template located at http://www.wiu.edu/sponsored_projects/compliance/waiver_doc_consent.php)

Section 7. Data Privacy and Security

1. How are participant data, records, or specimens identified when they are made available or collected by your research team?

☐ No identifiers (e.g., neither the researcher nor the source providing the data can identify a participant based upon information provided with the data). ***Skip to Item 2.***

☐ Direct identifiers (e.g., participant name, SSN, date of birth, email, street address, medical record number, or any other identifying variables listed under Section 6. Study Procedures, item 4).
Authorized personnel who will have access to identifiable information includes:

☐ Indirect identifiers (e.g., an assigned code or pseudonym used to track participants)
Does the research team have access to the code which links the data to the participants' identities?
☐ No ☐ Yes
Authorized personnel who will have access to identifiable information includes:

2. How will the data, records, or specimens labeled when published or shared? (Note: Sharing includes releasing, transmitting and providing access to any individual or entity outside of the research team). **Check all that apply:**
☐ Data will be anonymized or de-identified (i.e., the participants' identity was once associated with the data but identifying information will be destroyed/removed before it is shared). Indicate who is destroying the identifiers, when, and how:
☐ Coded and linked data (data is coded. With the code, the data may be linked back to identifiers, but the link back to identifiers will not be shared.).
☐ Identifiable data (e.g., participant name, SSN, date of birth, email, street address, medical record number, or any other identifying variables listed under Section 6. Study Procedures, item 4).
___ Data will be shared in the aggregate **only.**

3. Safeguarding and Storage of Research Materials, check all that apply and elaborate when necessary:
☐ Data is not linked to identifying information.
☐ Consent/assent/parental permission forms will be stored in a separate location from data.
☐ Participant codes/ID numbers or pseudonyms will be used on all data and if there is a key linking the codes with the identifiable information it will be stored separate from the data.
☐ All research materials will be maintained for a minimum period of three years in the following secure location on the WIU campus (i.e., you must provide a building and room number):
☐ Data will be kept on a password protected computer in the following secure location (e.g., your response may include a building and room number or a specific owner/user of the equipment):
☐ PDA's and removable media will be kept secure. Explain (e.g., password protected, encrypted, limited access, etc.):

☐ Research data or materials transmitted or maintained in electronic format will be kept secure. Explain (e.g., encrypted when transferring or storing):
☐ Provide additional information for any other technology or medium used to store and/or transmit information not addressed above which may apply to your specific research:

Section 8. Risk-Benefit Analysis

1. Do the data or records to be collected relate to any illegal activities (e.g., immigration status, drug use, abuse, assault)**?**
☐ No ☐ Yes
If yes, explain:

2. Will participants be asked to provide information or records that may be harmful to their reputation or employability, or to the company/entity that they are representing?
☐ No ☐ Yes
If yes, explain how you will mitigate this harm:

3. Will information or records be requested that participants might consider to be personal or sensitive?
☐ No ☐ Yes
If yes, explain:

4. Will the participants be presented with materials that might be considered to be offensive?
☐ No ☐ Yes
If yes, explain:

5. Please answer both a. and b. below:
Identify any foreseeable stress or psychological, social, physical, criminal or legal risks for participants:
Will the participants encounter the possibility of stress or psychological, social, physical, criminal or legal risks that are greater than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests?
☐ No ☐ Yes
If yes, provide justification for the use of greater than minimal risk procedures:

6. Will the participants be deceived or misled in any way?
☐ No ☐ Yes
If yes, explain:

(*If yes, you must complete Section 6. Item 10.)*

7. Describe specific measures used to minimize or protect participants from anticipated risks:

8. Describe any expected benefits for research participants or society as a whole:

9. If your research involves an invasive or high risk procedure, cite your experience with this kind of research and/or this population. List any co-investigators who will be working with you and cite their experience, if applicable.
☐ Not applicable

Section 9. Miscellaneous

1. Include all other research personnel working with human subjects or their private, identifiable data not listed on page 1 (Information needed: Name, Affiliation, Telephone Number, Email Address, Research Training)**:**
☐ Not applicable

2. Special considerations not otherwise included above: ☐ Not applicable

Section 10. Assurance and Submission

Your submission certifies that as a part of the research personnel you understand and accept the following obligations to protect the rights and welfare of research subjects in this research:

COMPLIANCE WITH FEDERAL AND UNIVERSITY REGULATIONS AND STANDARDS

I recognize that as a member of the research team, it is my responsibility to ensure that this research and the actions of all research personnel involved in conducting the study will conform with the IRB approved protocol, IRB policies, and all applicable federal regulations including but not limited to HHS, FERPA, PPRA, and/or HIPAA regulations.

I understand that failure to comply with all applicable HHS, FERPA, PPRA, and/or HIPAA regulations, IRB policies and procedures, and the provisions of the protocol as approved by the IRB may result in suspension or termination of my research project, notification of appropriate governmental agencies by the IRB, and/or suspension of my freedom to present or publish results.

IRB APPROVAL OF ALL PROTOCOLS

I will not initiate any change in protocol without IRB approval except when it is necessary to reduce or eliminate a risk to the subject in which case the IRB will be notified as soon as possible.

I understand that IRB approval is valid for no more than one year with continuing review by the IRB required at least annually in order to maintain approval status. I will not enter subjects in the study before IRB approval or if IRB approval expires. In the latter case, I will immediately contact the IRB to obtain permission to continue subjects in the research study.

I recognize that it is my responsibility to ensure that the study has been reviewed for scientific merit and ethical content.

I recognize that it is my responsibility to ensure that there is constant open dialogue between myself and the other research personnel to ensure that the research is conducted correctly, and the safety and protection of the subjects are ensured.

I recognize that it is my responsibility to ensure that valid informed consent/assent/parental permission has been obtained from all research subjects or their legally authorized representatives. I will ensure that all project personnel involved in the process of consent are trained properly and are fully aware of their responsibilities relative to the obtainment of informed consent according to the IRB guidelines and applicable federal regulations. I will use only the currently approved, informed consent form or script for recruiting subjects.

I understand that I am part of the collaborative effort to maintain the integrity of the human subjects' research approval process and procedures to ensure continuous quality improvement and academic excellence at WIU.

COMMUNICATION WITH THE IRB

I will promptly inform the IRB of any event that requires reporting in accordance with IRB policies and procedures on unanticipated events involving risks to subjects or others and adverse events (serious and/or unexpected).

I will inform the IRB immediately of *any* significant negative change in the risk/benefit relationship of the research as originally presented in the protocol and approved by the IRB.

I will inform the IRB immediately if I become aware of any violations of HHS regulations (45 CFR 46), FERPA regulations (34 CFR 99), PPRA regulations (34 CFR 98), HIPAA regulations (45 CFR 164.530), or IRB policies and procedures for the protection of human subjects.

IRB MONITORING OF STUDIES

I will maintain all required research records and recognize that the IRB and federal government is authorized to inspect these records.

I understand that, per OHRP/FDA guidelines, the IRB will be monitoring adherence to approved research protocols. The oversight process does not end with approval of a research protocol.

PRINCIPAL INVESTIGATOR/FACULTY ADVISOR ASSURANCE

I certify, as a faculty sponsor, that the student investigator is knowledgeable about the IRB policies and applicable federal regulations governing research with human subjects and has sufficient training and experience to conduct this study in accord with the approved protocol. In addition, I will meet with the student investigator on a regular basis to monitor study progress. Should problems arise I agree to be available personally to supervise the student investigator in solving them. If I will be away, I will arrange for an alternate faculty sponsor to assume my responsibilities.

By submitting this request to irb@wiu.edu from my WIU email address, the Principal Investigator (and responsible faculty member if this is a student research project) accepts responsibility for ensuring that all members of the research team: 1) complete the required training to fulfill their study responsibilities, 2) follow the study procedures as described in the IRB approved protocol and comply with Western Illinois University's Policy and Procedure for Human Subjects and all IRB communication and 3) uphold the rights and welfare of all study participants.

SAMPLE

ANNOUNCEMENT

THESIS PROPOSAL or DEFENSE

ANNOUNCEMENT

THESIS PROPOSAL or THESIS DEFENSE

Student name: _____

Thesis Topic:

_____

Thesis Chair: _____

Thesis Committee members:

_____

Thesis proposal Date: _____ Time: _____

Location: _____

***Note: Please submit this form a week or so before the presentation date to Tommie so that she can share the information with faculty and students*

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SAMPLE

COMMITTEE APPROVAL FORM

Download the actual form from:
http://www.wiu.edu/graduate_studies/forms.php

COMMITTEE APPROVAL FORM

Western Illinois University

School of Graduate Studies

This form will become part of a student's file in the Graduate School. It is to be completed prior to the beginning of a student's exit option or dissertation process and forwarded to the Graduate School for approval.

WIU ID No.:
Student's name (Last, First, Middle/Maiden):
Current address:
Telephone number: Program:

Recommendations for exit option or dissertation committee (must have a minimum of 3 committee members plus chair):
Committee Chair:
Committee member:
Committee member:
Committee member:

SIGNATURES

Student: _____ Date: _____
Committee or Dissertation Chair: _____ Date: _____
Department Chair: _____ Date: _____
College Dean (Dissertation only): _____ Date: _____
Director of Graduate Studies: _____ Date: _____

The recommendations for membership on this committee have been approved by the Graduate School. Any recommended changes in membership of this committee must be forwarded to the Graduate School for approval.

WESTERN ILLINOIS UNIVERSITY

Western Illinois University
School of Graduate Studies
1 University Circle
Macomb, IL USA 61455-1390
Phone (309)298-1806; Fax (309)298-2345
www.wiu.edu/grad; Email: Grad-Office@wiu.edu
8-5-14

SAMPLE

TITLE PAGE

_____

_____

(Title)

An Abstract of a Thesis Presented to the Faculty of

(Department) Western Illinois University

In Partial Fulfillment of the Requirements for the Degree Master of _____

By

(Student's Name)

(Month, Year)

SAMPLE

APPROVAL PAGE

APPROVAL PAGE

Student Name

A thesis
Submitted to the
Graduate Faculty
Of
Western Illinois University
In Partial Fulfillment of
The Requirements for the Degree
Of
Master of Science
Kinesiology

Committee:

_____
Dr. [First and Last Name]
Committee Chairperson

_____
Dr./Mr./Ms [First and Last Name]
Committee Member

_____
Dr./Mr./Ms [First and Last Name]
Committee Member

_____
Dr./Mr./Ms [First and Last Name]
Committee Member

The thesis has been approved by committee on ___Insert Date_____

SAMPLE

THESIS TEMPLATE

_____

_____
(Title)

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Student Name

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Dr. [First and Last Name]
Committee Chairperson

_____
Dr./Mr./Ms [First and Last Name]
Committee Member

_____
Dr./Mr./Ms [First and Last Name]
Committee Member

_____
Dr./Mr./Ms [First and Last Name]
Committee Member

The thesis has been approved by committee on ___Insert Date_____

ACKNOWLEDGEMENTS

This section should be a place where you identify individuals who have supported you and aided with your manuscript preparation. It should be the final document written prior to the submission to the graduate school. The length should not be more than 1 page.

ABSTRACT

Abstract should provide a brief comprehensive summary of the research study. Focus on making the abstract accurate, non-evaluative, coherent, readable, and concise. Abstract length should be 300 – 500 words.

TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES