

## MALS Thesis or Capstone Project Title, Prospectus, & Bibliography Form

A 3-4 page prospectus is due by the end of the Add/Drop period during the semester for which you register for thesis or capstone advisement.

1. Your Name:
2. Your Concentration:
3. Provisional Title of Your Thesis or Capstone Project:
4. Choose One:  Thesis  Capstone Project
5. Name of Your Thesis or Capstone Project Adviser:
6. Adviser's Primary Email and Telephone Number:
7. Does your research involve human subjects? \_\_\_\_\_ (Yes or No)

If yes, then you may need to seek IRB (Integrated Institutional Review Boards) approval before you begin your research. Please see **page 2** of this form for further information about the IRB submission and approval process.

8. Please attach a three to four-page **prospectus** of your thesis or capstone project (between 900 and 1200 words). This prospectus should include the following:
  - A. A substantial summary of what you intend to write about in your thesis or do for your capstone project.
  - B. A description of the original research that you plan to conduct for your thesis or capstone project.
  - C. A short literature review – an explanation of how your project is a response to others' work.
  - D. A timeline for completion of the project (please be aware of the deadlines, which can be found [here](#)).
  - E. The Capstone Project prospectus must be approved by the MALS Executive Officer.
9. In addition, please provide a one to two-page **bibliography** with at least 15 citations of primary and secondary sources upon which you expect to draw in writing your thesis or creating your capstone Project.
  - Please follow the format that you expect to use in preparing the final version of your bibliography for your thesis or your white paper, indicating whether you are following the University of Chicago *Manual of Style*, MLA, APA, or another recognized citation format.
10. Finally, if you are doing a digital capstone project, please consult with Stephen Zweibel (szweibel@gc.cuny.edu) in the library about archiving and the sustainability of the project. Include a description of the outcome of this conversation.

Here are the relevant dates:

Semester of Enrollment for Thesis or Capstone Advisement	Prospectus due to MALS EO	Advisor-Approved Thesis or Capstone due to MALS EO	Library Deposit (See <a href="#">library website</a> for exact date)	Degree Conferred (See <a href="#">library website</a> for exact date)
Fall term	End of Drop/Add for Fall term*	January 10	End of January	Beginning of February
Spring term (Degree conferred in May)	End of Drop/Add for Spring term*	April 10	End of April/ beginning of May	End of May
Spring term (Degree conferred in October)	End of Drop/Add for Spring term*	August 25	Mid-September	End of September

\*Drop/Add ends three weeks after the beginning of the term.

Signed (Your signature): \_\_\_\_\_

Signed (Your Adviser's Signature): \_\_\_\_\_

Date:

## Human Subjects Research and IRB Approval

The **CUNY Human Research Protection Program (HRPP)** is responsible for the protection of the rights and welfare of human subjects in research projects conducted at CUNY or by CUNY faculty, staff and students and RF CUNY staff. The program provides oversight, administrative support and educational training to ensure that CUNY research complies with federal and State regulations, University policy and the highest ethical standards. The CUNY HRPP comprises of 5 University Integrated Institutional Review Boards (IRBs) and 19 on-site HRPP offices.

CUNY HRPP or IRB review is required when ALL of the following criteria are met:

1. The investigator is conducting research or clinical investigation;
2. The proposed research or clinical investigation involves human subjects; AND
3. CUNY is engaged in the research or clinical investigation involving human subjects.

Research protocols that meet ALL of the above criteria must be submitted using the electronic submission system (<http://ideate.cuny.edu>) to the HRPP office at the CUNY campus with which the faculty member or faculty advisor for student research protocols is primarily affiliated.

**HRPP policies, procedures and guidelines are available here:** <http://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/hrpp-policies-procedures/>

**The Office for Human Research Protections (OHRP) regulations are available here:** <http://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html>

**For faculty and students of faculty who are primarily affiliated with the Graduate Center, please visit the GC HRPP website at:** [www.gc.cuny.edu/hrpp](http://www.gc.cuny.edu/hrpp)