

Instructions for Filing Dissertation Proposals

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The following procedures for submission of dissertation proposals apply to all candidates for Ph.D. and Ed.D. degrees in The Steinhardt School of Culture, Education, and Human Development.

Before you submit your proposal for review, please be sure that your complete dissertation committee is on file with the Office of Doctoral Studies and has been approved by the Vice Dean for Academic Affairs (after filing the form with the Office of Doctoral Studies to request the appointment of your dissertation committee, you should have received a letter of confirmation).

Dissertation proposals to be submitted to the Office of Doctoral Studies must be accompanied by the **Dissertation Proposal Cover Sheet** obtainable in the Office of Doctoral Studies or online at http://steinhardt.nyu.edu/policies_doctoral/forms. **The cover sheet must be signed by all members of your dissertation committee** indicating their approval of the proposal for submission. Their signatures also indicate their approval of the research course requirements which you have completed (or will complete).

You must submit two copies of the proposal to the Office of Doctoral Studies and the remaining copies to the proposal review panel coordinator for your program or department (if your department does not have a designated proposal review panel coordinator, please consult your department administrator or your dissertation committee chairperson). All copies of the proposal must include a copy of the signed Dissertation Proposal Cover Sheet. You should be aware that different departments require that you submit different numbers of copies for review, or may request that you submit your proposal electronically. Please consult the proposal review panel coordinator, your department administrator, or your dissertation committee chairperson for the correct number of copies (either as hard copies or electronically).

All research involving human subjects (including interviews, surveys, questionnaires, participant observation, etc.) must be reviewed and approved by the University's Institutional Review Board (IRB) before being carried out. Visit the UCAIHS website at <http://www.nyu.edu/ucaih/> to determine if your research requires approval and for instructions on the application process. All applications must be cleared through the Office of Research before being submitted to UCAIHS. Follow the clearance process outlined here: http://steinhardt.nyu.edu/policies_doctoral/dissertation

Information on the scheduling of proposal reviews and deadlines should be obtained from the proposal review panel coordinator for your department (if your department does not have a designated proposal review panel coordinator, please consult your department administrator or your dissertation committee chairperson).

If you have any questions regarding the procedures described above, please contact the Office of Doctoral Studies at the address or phone number above.