

# REC Proposal Preparation Procedures

Research Project Idea developed in consultation with advisor / collaborators

Visit [REC website](#) and review each page in the submission overview timeline. Be sure all research personnel complete CITI training.

Prepare detailed proposal following guidelines on REC website- consult with your advisor / collaborators about the procedures / details

Email proposal draft and related materials to your faculty advisor.  
Faculty reviews proposal and all related materials.

- × Proposal aims and procedures are unclear and /or lacking detail.
- × Required materials missing or lacking key information

- ✓ Proposal aims and procedures are clear and thorough.
- ✓ All required materials are included.

Faculty advises student on needed revisions.

Proposal and related materials revised to be clear, thorough and include all necessary information.

Faculty notifies student of approval to move forward with REC proposal submission in jotform

Student fills proposal form paying attention to each question / selection.  
Sign and click submit.

- ✓ Revisit REC website for tips / videos on how to complete the form
- ✓ Determine appropriate level of review per your proposed procedures (together with advisor)

Email notifies faculty to sign via edit link.  
Faculty signs and clicks submit

Fully completed and signed proposal is processed for review.  
Students may use edit link to make any changes requested by REC.

Revision process continues between students and faculty until faculty approves that project is ready for REC submission