PROPOSAL APPROVAL FORM

Student Walk-Through

1) To open ARCS, log into Howdy and select the "My ARCS" icon at the top of the page (see icon below):
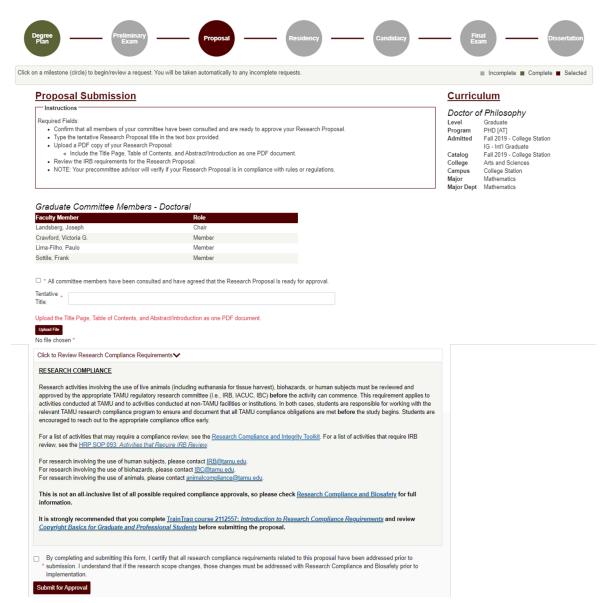

2) Once inside of ARCS, you will see a list of icons displaying all the milestones required for the completion of your degree (see below):

NOTE: The milestones may appear differently depending on your degree type.

    a) If you have NOT submitted any requests, you will automatically be taken to the "Degree Plan" milestone.
    b) Once you have submitted a request, the system will automatically take you to that open request.
    c) If none of the milestones are displayed or if any of the landing pages shown below are not displayed, please contact the Grad School at GradARCS@tamu.edu.

3) When you click on the "Proposal" milestone, the system will do a brief check to verify that you do not have any open petitions/requests in the Document Processing Submission System (DPSS).

a) If you have any open petitions/requests in DPSS, you will not be able to submit your proposal approval form. Please contact the Grad School Records Processors for any additional information at gradprocessing@tamu.edu or 979-845-3631.

4) On the proposal milestone landing page, the following should be displayed:

Degree Plan — Preliminary Exam — **Proposal** — Residency — Candidacy — Final Exam — Dissertation

Click on a milestone (circle) to begin/review a request. You will be taken automatically to any incomplete requests.

■ Incomplete ■ Complete ■ Selected

Proposal Submission

Instructions

Required Fields:
- Confirm that all members of your committee have been consulted and are ready to approve your Research Proposal.
- Type the tentative Research Proposal title in the text box provided.
- Upload a PDF copy of your Research Proposal:
  - Include the Title Page, Table of Contents, and Abstract/Introduction as one PDF document.
- Review the IRB requirements for the Research Proposal.
- NOTE: Your precommittee advisor will verify if your Research Proposal is in compliance with rules or regulations.

Curriculum

Doctor of Philosophy

Level	Graduate
Program	PHD [AT]
Admitted	Fall 2019 - College Station
	IG - Int'l Graduate
Catalog	Fall 2019 - College Station
College	Arts and Sciences
Campus	College Station
Major	Mathematics
Major Dept	Mathematics

Graduate Committee Members - Doctoral

Faculty Member	Role
Landsberg, Joseph	Chair
Crawford, Victoria G.	Member
Lima-Filho, Paulo	Member
Sottile, Frank	Member

☐ * All committee members have been consulted and have agreed that the Research Proposal is ready for approval.

Tentative * Title: [_____]

Upload the Title Page, Table of Contents, and Abstract/Introduction as one PDF document.

Upload File
No file chosen *

Click to Review Research Compliance Requirements ∨

RESEARCH COMPLIANCE

Research activities involving the use of live animals (including euthanasia for tissue harvest), biohazards, or human subjects must be reviewed and approved by the appropriate TAMU regulatory research committee (i.e., IRB, IACUC, IBC) **before** the activity can commence. This requirement applies to activities conducted at TAMU and to activities conducted at non-TAMU facilities or institutions. In both cases, students are responsible for working with the relevant TAMU research compliance program to ensure and document that all TAMU compliance obligations are met **before** the study begins. Students are encouraged to reach out to the appropriate compliance office early.

For a list of activities that may require a compliance review, see the Research Compliance and Integrity Toolkit. For a list of activities that require IRB review, see the HRP SOP:093: Activities that Require IRB Review.

For research involving the use of human subjects, please contact IRB@tamu.edu.
For research involving the use of biohazards, please contact IBC@tamu.edu.
For research involving the use of animals, please contact animalcompliance@tamu.edu.

This is not an all-inclusive list of all possible required compliance approvals, so please check Research Compliance and Biosafety for full information.

It is strongly recommended that you complete TrainTraq course 2112557: Introduction to Research Compliance Requirements and review Copyright Basics for Graduate and Professional Students before submitting the proposal.

☐ By completing and submitting this form, I certify that all research compliance requirements related to this proposal have been addressed prior to
* submission. I understand that if the research scope changes, those changes must be addressed with Research Compliance and Biosafety prior to implementation.

Submit for Approval

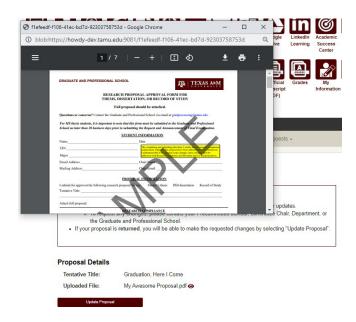5) Be sure to read through the instructions which provide descriptions for each of the following required fields:

a) Committee Acknowledgement
b) Tentative Title
c) File Upload (can only be in PDF format)
d) Acknowledge research compliance requirements have been completed

6) Once all the above required fields have been entered, click on "Submit for Approval" and the following page should be displayed:

Proposal

Instructions

- To make any changes to your request, select "Update Proposal".
- If at least one approver has approved your proposal, you will not be able to make any updates.
  - To request any changes, please contact your Precommittee advisor, committee Chair, Department, or the Graduate and Professional School.
- If your proposal is **returned**, you will be able to make the requested changes by selecting "Update Proposal".

Proposal Details

| Tentative Title: | Graduation, Here I Come |
| Uploaded File: | My Awesome Proposal.pdf 👁 |

Update Proposal

Proposal Approval Comments

Role ≡	Name ≡	Date ≡	Comments ≡
		No notes found	

Proposal Approval Status

Role ≡	Status ≡	Date ≡
SUBMITTER	Submitted	2/27/2023
PRECOMMITTEE	Review	
MEMBER	Pending	
MEMBER	Pending	
MEMBER	Pending	
CHAIR	Pending	
DEPARTMENT	Pending	
GRAD_SCHOOL	Pending	

Curriculum

Doctor of Philosophy

Level	Graduate
Program	PHD [EH]
Admitted	Spring 2020 - College Station
	GR - Graduate
Catalog	Spring 2020 - College Station
College	School of Education and Human Development
Campus	College Station
Major	Kinesiology
Major Dept	Kinesiology & Sport Management

7) On this landing page, you will be able to track the approval status of your proposal in the "Proposal Approval Status" section and update your proposal as needed (see Update to Proposal section).

NOTE: Once your proposal request receives approval from your department's pre-committee approver, you will no longer be able to make changes to the request yourself. After the first approval, if further changes are needed, please contact your department pre-committee advisor, committee Chair, department, or the Grad School at gradprocessing@tamu.edu.

8) To verify that the correct document is uploaded, select the eye icon to the right of the PDF. After you click on the icon, a pop-up will appear on the screen displaying the document that was uploaded in that section (see below):

Returned Proposal Request

1) During the approval process, if your proposal request is returned for revisions by any approver, you should receive an email notification:

ARCS Research Proposal Request Returned

D DoNotReply@tamu.edu
To

TEXAS A&M UNIVERSITY
Graduate and
Professional School

Dear **Alex Student,**

Your research proposal request has been returned. Please review the reason for the request return by going to My ARCS (this can also be accessed by logging into Howdy and clicking on the "My ARCS" icon).

For ARCS related questions, please contact the Graduate and Professional School at GradARCS@tamu.edu or 979-845-3631.

If you are having issues with logging into Howdy, please review the following GUIDE.

2) Click on the "My ARCS" link and after logging in, you should be taken to the ARCS milestones.

   a. If you are not taken to the ARCS milestones, log into Howdy and select the "My ARCS" icon at the top of the page.
   b. The following screen should be displayed, and the "Update Proposal" button should be active:

Click on a milestone (circle) to begin/review a request. You will be taken automatically to any incomplete requests.

■ Incomplete   ■ Complete   ■ Selected

Proposal

Instructions

- To make any changes to your request, select "Update Proposal".
- If at least one approver has approved your proposal, you will not be able to make any updates.
  - To request any changes, please contact your Precommittee advisor, committee Chair, Department, or the Graduate and Professional School.
- If your proposal is **returned**, you will be able to make the requested changes by selecting "Update Proposal".

Proposal Details

Tentative Title:	Graduation, Here I Come
Uploaded File:	My Awesome Proposal.pdf 👁

Update Proposal

Proposal Approval Comments

Role	☰	Date	☰	Comments	☰
PRECOMMITTEE		2/27/2023		Please make the requested changes to your document.	

Proposal Approval Status

Role	☰	Status	☰	Date	☰
SUBMITTER		Submitted		2/27/2023	
PRECOMMITTEE		Returned			
MEMBER					
MEMBER					
MEMBER					
CHAIR					
DEPARTMENT					
GRAD_SCHOOL					

Curriculum

Doctor of Philosophy

Level	Graduate
Program	PHD [EH]
Admitted	Spring 2020 - College Station
	GR - Graduate
Catalog	Spring 2020 - College Station
College	School of Education and Human Development
Campus	College Station
Major	Kinesiology
Major Dept	Kinesiology & Sport Management

3) On this page you will have the option to review the reason for the return in the "Proposal Approval Comments" section, and view which approver returned your request. To make corrections to your document, see Update to Proposal section.

Update to Proposal

1) If you need to make any changes to your proposal (before it is approved by the pre-committee approver) or your proposal has been **returned** for any requested changes, click on the "Update Proposal" button in the "Proposal Details" section. The following screen should be displayed:

Proposal Update

Instructions

- Please make any necessary changes to the information below.
- NOTE: Comments will be viewable by the student and any approvers.

Tentative Title: Graduation, Here I Come

Upload File

My Awesome Proposal.pdf

Click to Review Research Compliance Requirements ❯

Comments:

Characters Remaining: 1000

Update Proposal   **Back**

2) You will have the options to update the "Tentative Title", upload a new document, and/or provide comments as needed.

3) Once the relevant information has been updated, select "Update Proposal" to submit changes to your proposal.

NOTE: If you are updating your document because it has been **returned**, the document will be automatically resubmitted to your pre-committee approver for review.

NOTE: If you are unable to see any of the screens or any of the landing pages do not appear, please contact the Grad School at GradARCS@tamu.edu.