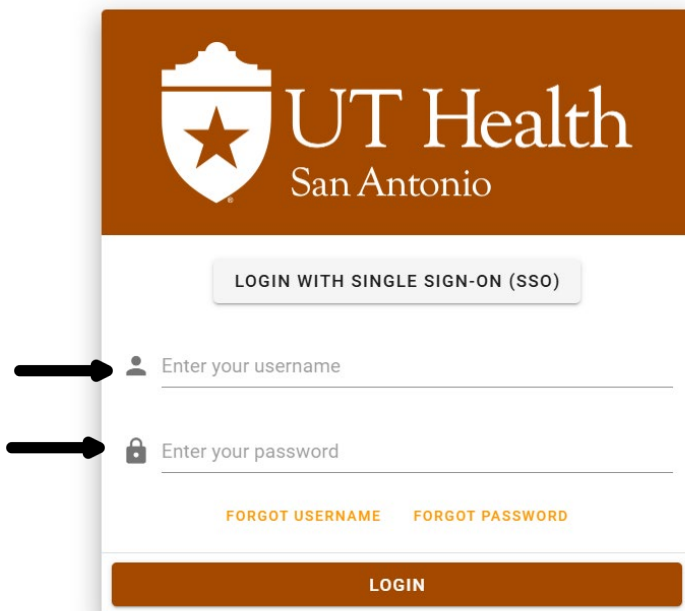


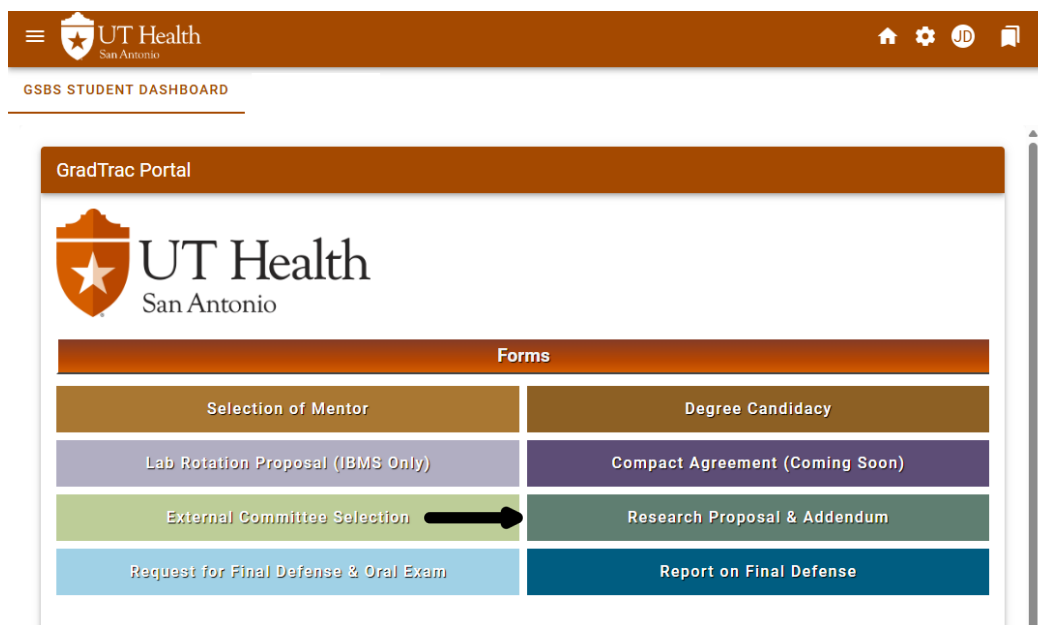
# GradTrac Research Proposal Form Student Tutorial

(PhD Students and other students with an “External Committee Member” must complete the External Committee Member Selection form prior to initiating this form. The form must be approved by the student’s mentor)

1. Login to GradTrac (See GradTrac Quick Guide)



2. Navigate to the Student Forms Pane – Select Research Proposal Form button.



3. Begin entering student information in the form, following the required form field prompts. Students must upload a PDF copy of the Abstract. \*The student Mentor Selection form must be completed prior to the Research Proposal form.



UT Health  
San Antonio

# Research Proposal Application

## Student Information

Name			
John Doe			
Track/Discipline			
Biology of Aging (BA)			
Initial Term	Academic Plan	Student ID	Degree Plan
Fall 2024	PhD in Integrated BioMedical Sciences (PHD IBMS)	0000001	IBMS

## Objective

By submitting this form, the student asserts the requirements have been met for successful completion of their research proposal in compliance with the program handbook and GSBS Catalog Policy. Additionally, by submitting this form the student is reporting the members of their research supervisory committee to the GSBS, any changes to the research proposal or research supervisory committee should be submitted as an addendum to this original form. By signing this form, the research supervisory committee, program leadership, and GSBS leadership affirm the student has met the requirements for successful completion of their research proposal and may register for Dissertation(PhD) or Thesis(MS) core course requirements.

## Research Information

Title of Research\* Snail Biology

Type of Research\* Dissertation (PhD)

Description on Research (250 words max)\*  
My research abstract

Please submit this form with a file containing your proposal. **The file should be in PDF format.**

Upload your Research Document\*  
Research Abstract.pdf

Date of Proposal\* 10/30/2025

## Research Committee Selection

Your committee selection must fulfill the following minimum requirements:

- Your **supervising professor** (your mentor) will serve as your research supervisory committee chair
- At least **THREE** members must be graduate faculty in your program
- At least **ONE** expert in your field of research outside of UT Health as an external committee member

You may optionally request for one faculty member outside your graduate program to serve as a non-program committee member. You can search for your committee member outside your program in the "Non-Program Committee member Search" field.

Committee Chair\*

Jane Doe

External Committee Member(s)\*

Jim Smith

Select In-Program Committee Members\*

Jack Johnson

Non-Program Committee Member Search

Selected Non-Program Committee

SUBMIT


If your committee does not meet the minimum GSBS committee composition requirements for your PhD or MS program –listed in the form, please reach out to your Research Supervisor and/or your Academic Program Coordinator. **If you are unable to find a committee member using the search feature, please ask your Academic Program Coordinator to confirm the faculty**

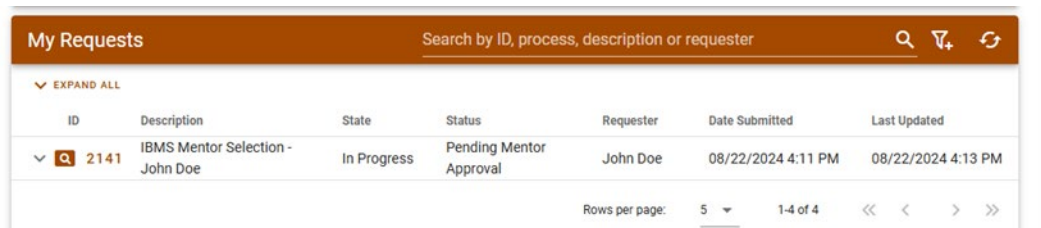
member has a Graduate Faculty Appointment in your program or another graduate program (if non-program member) using the Graduate Faculty list available to coordinators in GradTrac. **Incorrect committee composition should not be routed to GradTrac support as this is a programmatic issue not a form issue.**

4. Click Submit – the form will be routed to the following approvers in order:

- Selected Student Research Supervisory Chair (Mentor)
- Academic Program Coordinator or if IBMS Assistant Director
- In program research supervisory committee members including the co-mentor (if applicable)
- Non program research supervisory committee members (if applicable)
- External committee member
- Program or If IBMS Discipline Director
- Program COGS Chair
- GSBS Associate Dean
- GSBS Dean

A unique link will be sent to each approver’s email inbox for approval and will be emailed every three business days until their approval step has been completed. Approvers can also log in directly to GradTrac to find open tasks and complete approvals.

**Students can check the status of submitted forms by navigating to the student dashboard “My Requests” selection menu, click on the eyeglass icon **



ID	Description	State	Status	Requester	Date Submitted	Last Updated
2141	IBMS Mentor Selection - John Doe	In Progress	Pending Mentor Approval	John Doe	08/22/2024 4:11 PM	08/22/2024 4:13 PM

**Click on the “Task History” drop down, “Initialized” will be listed by the next approver in line.**

5. Once the form is fully approved, a PDF of the completed form will be sent to the student and GSBS Academic Program Manager. A copy of the form will be saved to the student permanent file.

## Addendum to GradTrac Research Proposal Form

1. Login to GradTrac (See GradTrac Quick Guide)
2. Navigate to the Student Forms Pane – Select Research Proposal Form button. GradTrac will determine if a form has previously been completed – you will have the option to update your research information and/or committee composition. To replace or remove an external committee member navigate to the External Committee Member Selection form prior to creating an addendum of the Research Proposal Form.