Instructions for Research Proposal Form

In a browser type in: https://impact.uthscsa.edu/main/

• We recommend using Google Chrome
Log in using your **UTHSCSA livemail email address and domain password**
Instructions for Research Proposal Form

- Select the **My info tab**

- Select the **Research Proposal**
Instructions for Research Proposal Form

1. Form Option will be prefilled with the form name
2. Track or Discipline field will be prefilled with your track or discipline
3. Using the dropdown select the type of research you are submitted
   - Dissertation or Thesis
4. In the Description of Research field type in a short description of your research.
Instructions for Research Proposal Form

5. **Proposal Date** will be prefilled with the current date

6. **Defense Date** is an optional field.

7. The **name of your committee chair** will auto-populate in this field.

8. In the Field **Allow Mentor to view before submitting**, using the dropdown option we recommend you select yes

6. Select the members of your committee from the dropdown

7. Define the type of member:
   - **Program/Discipline faculty** - an HSC faculty who is on the graduate faculty of the student’s program/Discipline
   - **Non-program/non-Discipline HSC faculty** - HSC faculty who is NOT on the graduate faculty of the student’s program/Discipline

8. **Action** Add/Delete
   - Select the add action to add a committee member or select the delete action to delete a committee member
   - Repeat these steps until all your committee members are listed

9. **Do you have an external Member?** An External member is someone who has no affiliation to UTHSCSA and is a part of your committee.
   - **For a name to appear in the dropdown you should have previously filled out the External Member form.**
   - If you have previously created an external member, select your External Member committee using the dropdown.

   *If you have an external member on your committee, be aware that they will be required to approve and sign all IMPACT graduate forms. Therefore, it is imperative for you to complete the External Member form.*
6. Upload a PDF of your proposal document
7. Using the dropdown change the **active field to YES**.
8. Submit the form by selecting **SAVE**.
   Once you hit save your form will be routed to collect signatures and approvals. At this point, you will be unable to make any edits. If you have made a mistake, contact IMPACT support *impact@uthscsa.edu* and ask that your form, be deactivated.

**Note:** *(If the Active field is set to NO, selecting the save button will save the form and allow for future updates.) We recommend selecting NO and saving so you can go back and make sure everything on your form is correct.*

---

**Making Updates**

*Research Proposal Form can be **UPDATED** if the Active option is still NO and the form has not been signed.*

If you have not activated the form, you can **update** the form by going to MY INFO and then selecting Report of Final Oral Examination Forms
Instructions for Research Proposal Form

Hover your cursor over your Title of Thesis/Dissertation: Title of Thesis/Dissertation

Reminder to update you must have not activated the form!
When it is not activated it will say Active: No

If you made a mistake and need to correct it contact IMPACT support impact@uthscsa.edu and ask that your form, be deactivated.

NAME OF PROPOSAL

- Once your form opens, under the Operations pane, select Update Proposal.
- Your form will populate, and you can make updates as needed.
Instructions for Research Proposal Form

- Any time changes are made make sure you hit the **SAVE** button.
- If you want to finalize and submit the form, change the active field to YES & sign the form by checking the box and then select the **SAVE** button.
- Once you have selected YES, Checked the box for submission, and hit the save button your form will be routed to collect signatures and approvals. At this point, you will be unable to make any edits. If you have made a mistake, contact IMPACT support impact@uthscsa.edu and ask that your form, be deactivated.

Checking The Status of Your Form

- Select the **My info tab**
Instructions for Research Proposal Form

- Select the **Research Proposal**

Hover your cursor over the Form ID. When the name of the form turns blue and is underlined, you can select the form: **Title of Thesis/Dissertation**

The form will open, and you will be able to see your form.

- Please note that if the form is active, you will not be able to edit the form.
- If the form was correctly submitted i.e., active and signed by you, you will be able to see where the form is for signature and who has already signed it.