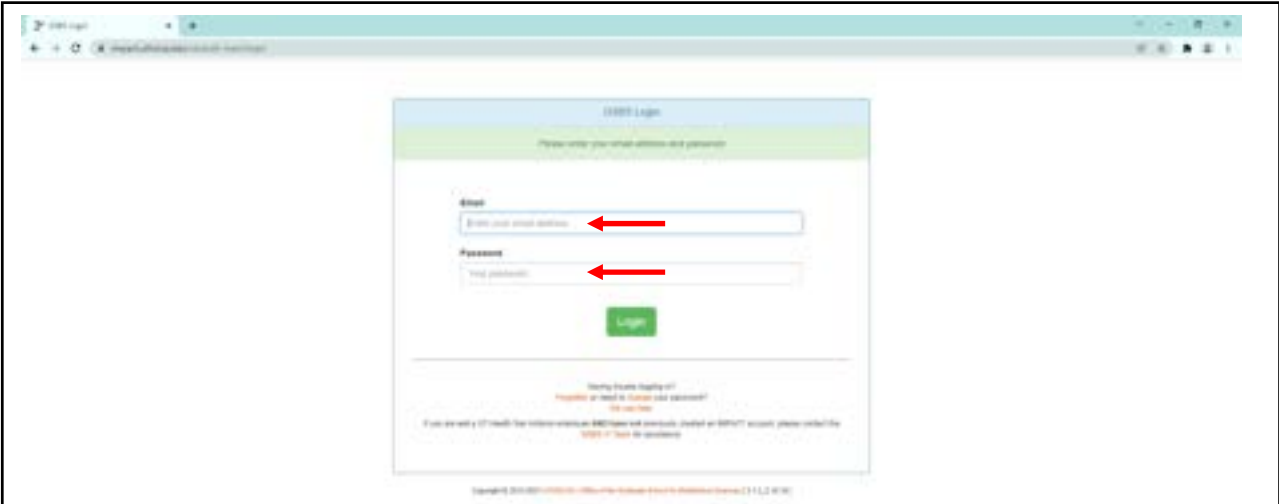


# Instructions for Research Proposal Form

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**



**WELCOME TO IMPACT**  
Optionally select a role to the right, and then choose one of the jumping off points by selecting the appropriate button. Watch this page for up-to-date summary information below!

**MY INFO**  
Click here to manage your IMPACT info

**PUBLICATIONS**  
Download and maintain your publications.

**PRESENTATIONS**  
Document your presentations.

**PENDING ...**  
Rotation Reports  
Rotation reports are up to date.

- Select the **My info tab**

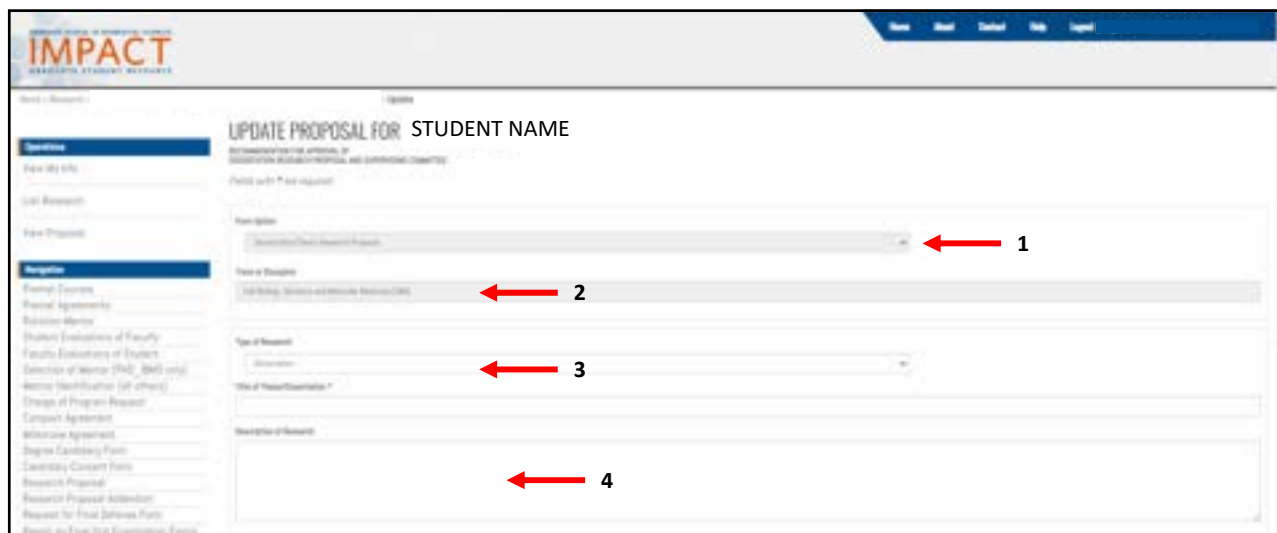
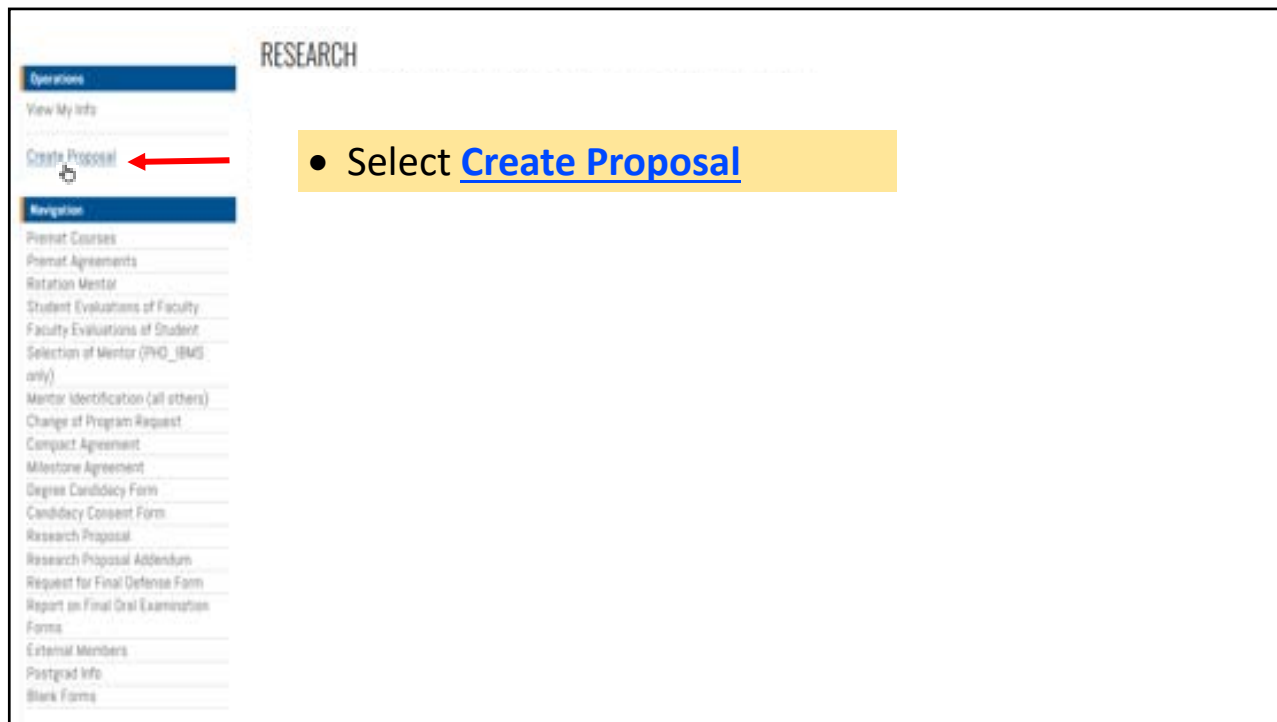


**Operations**  
Update My Info

**Navigation**  
Prereq Courses  
Prereq Agreements  
Rotation Mentor  
Student Evaluations of Faculty  
Faculty Evaluations of Student  
Selection of Mentor (PHD\_IBMS only)  
Mentor Identification (all others)  
Change of Program Request  
Compact Agreement  
Milestone Agreement  
Degree Candidacy Form  
Candidacy Consent Form  
**Research Proposal**  
Research Proposal Addendum  
Request for Final Defense Form  
Report on Final Oral Examination Forms  
External Members  
Postgrad Info  
Blank Forms

Publications  
Presentations  
Scholarships  
Awards

- Select the **Research Proposal**



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 filed type in a short description of your research.

The screenshot shows a sidebar on the left with navigation links: External Members, Postgrad Info, Blank Forms, Publications, Presentations, Scholarships, Awards, Applications, Grants, Employment, and Resume Management. The main form area contains the following fields:

- Proposal Date:** A date input field with a red arrow pointing to it labeled '5'.
- Defense Date:** An empty date input field with a red arrow pointing to it labeled '6'.
- Name of Committee Chair:** A text input field with a red arrow pointing to it labeled '7'.
- Allow mentor to view before submitting:** A dropdown menu currently set to 'Yes' with a red arrow pointing to it labeled '5'.

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

The screenshot shows the 'Committee Members' section of the form. It features a table with the following structure:

Member	Member Type	Action
Richard Bernard	Please select	Add / Delete

Below the table is an 'External Member' dropdown menu. Red arrows point to the following elements:

- Red arrow '6' points to the 'Member' dropdown in the table row.
- Red arrow '7' points to the 'Member Type' dropdown in the table row.
- Red arrow '8' points to the 'Action' dropdown in the table row.
- Red arrow '9' points to the 'External Member' dropdown menu.

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."*



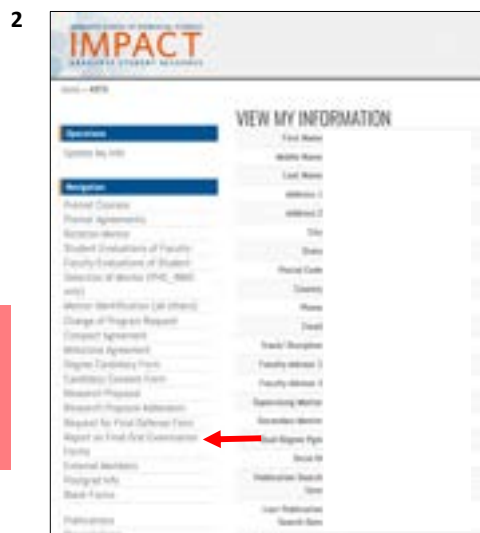
6. Upload a **PDF** of your proposal document
7. Using the dropdown change the **active field to YES**.
8. Submit the form by selecting **SAVE**.

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](mailto: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

**RESEARCH**  
 Title of Thesis/Dissertation: [TITLE of Thesis/Dissertation](#) ←  
 Defense Date: ←  
 Advisor ID: ←

**Operations**  
 View My Info  
 Create Proposal  
 Update Proposal  
 View PDF

**Navigation**  
 Preceptor Courses  
 Preceptor Agreements  
 Rotation Mentor  
 Student Evaluations of Faculty  
 Faculty Evaluations of Student  
 Selection of Mentor (PhD, MEd only)  
 Mentor Identification (all others)  
 Change of Program Request  
 Compact Agreement  
 Waiver Agreement  
 Degree Candidacy Form  
 Candidacy Consent Form  
 Research Proposal  
 Research Proposal Addendum  
 Request for Final Defense Form  
 Report on Final Oral Examination Form  
 External Mentors  
 Postgrad Info  
 Blank Forms  
 Publications  
 Presentations  
 Scholarships  
 Awards  
 Applications  
 Grants

**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](mailto:impact@uthscsa.edu) and ask that your form, be deactivated.**

**VIEW PROPOSAL** NAME OF PROPOSAL

**Operations**  
 View My Info  
 List Research  
 Create Proposal  
 Update Proposal ←  
 View PDF

**Navigation**  
 Preceptor Courses  
 Preceptor Agreements  
 Rotation Mentor  
 Student Evaluations of Faculty  
 Faculty Evaluations of Student  
 Selection of Mentor (PhD, MEd only)  
 Mentor Identification (all others)  
 Change of Program Request  
 Compact Agreement  
 Waiver Agreement  
 Degree Candidacy Form  
 Candidacy Consent Form  
 Research Proposal  
 Research Proposal Addendum  
 Request for Final Defense Form  
 Report on Final Oral Examination Form  
 External Mentors  
 Postgrad Info  
 Blank Forms  
 Publications  
 Presentations  
 Scholarships  
 Awards  
 Applications  
 Grants

**Form Fields:**  
 Student  
 Student Signature  
 Form Option  
 Degree Plan  
 Track or Discipline  
 Type of Research  
 Title of Thesis/Dissertation  
 Description of Research  
 Year started  
 Proposal Date  
 Defense Date  
 Committee Chair  
 Allow center to use before submitting  
 Chair Signature  
 Committee Members  
 Committee Signatures  
 External Committee Member

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



- 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](mailto:impact@uthscsa.edu) and ask that your form, be deactivated.**

## Checking The Status of Your Form



- Select the **My info** tab



