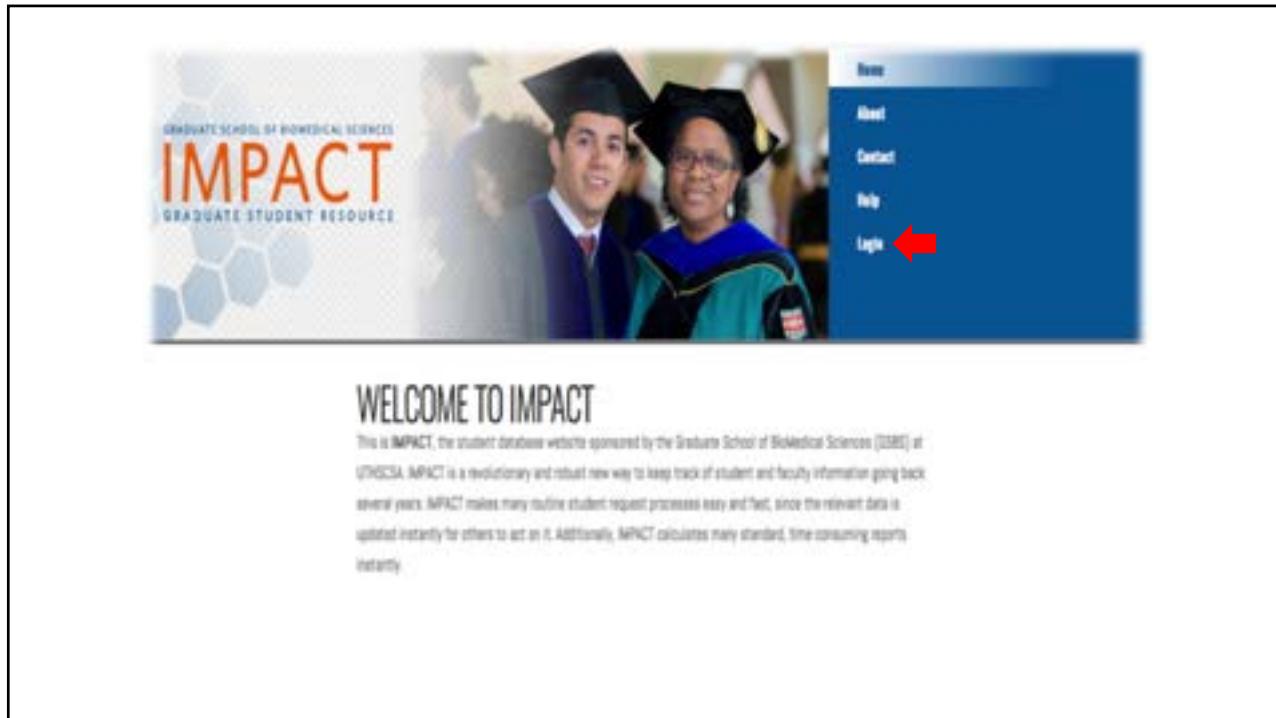


Instructions for Research Proposal Form

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

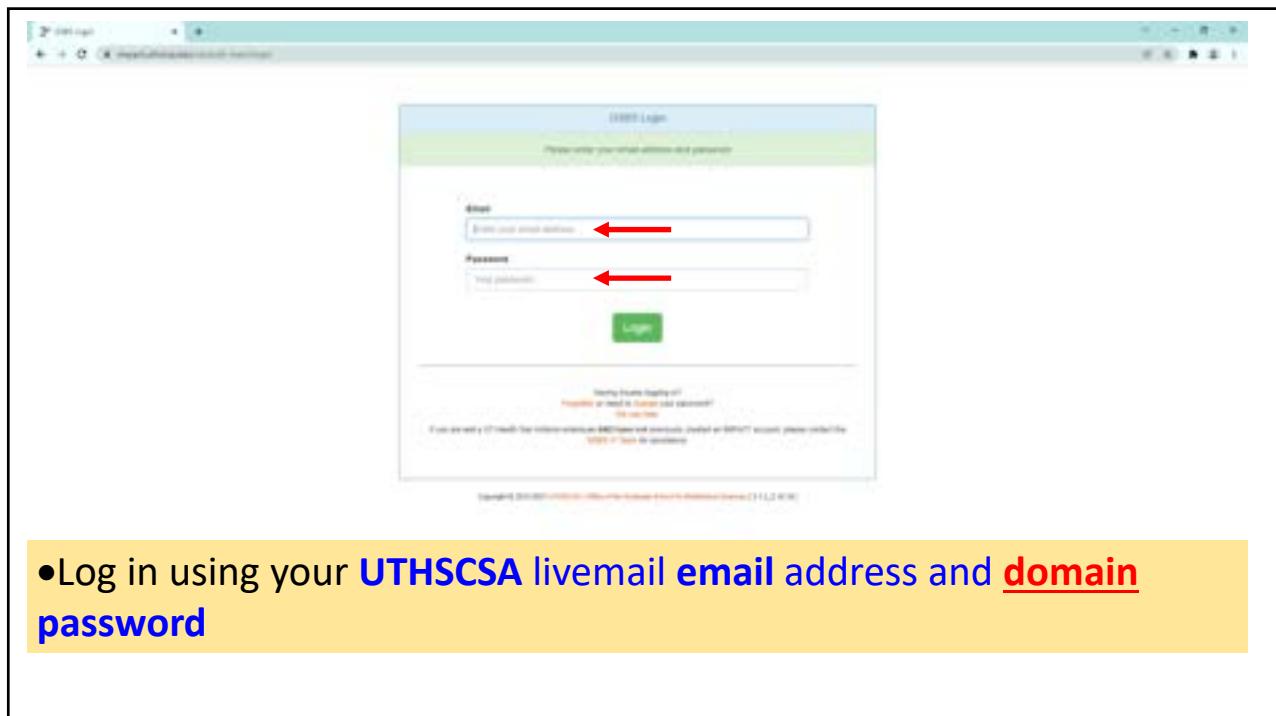


•We recommend using Google Chrome



WELCOME TO IMPACT

This is IMPACT, the student database website sponsored by the Graduate School of Biomedical Sciences (GSBS) at UTHSCSA. IMPACT is a revolutionary and robust new way to keep track of student and faculty information going back several years. IMPACT makes many routine student request processes easy and fast, since the relevant data is updated instantly for others to act on it. Additionally, IMPACT calculates many standard, time-consuming reports instantly.





The screenshot shows the 'WELCOME TO IMPACT' page. At the top, there is a note: 'Optional: 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!'. Below this, there are three buttons: 'MY INFO' (with a red arrow pointing to it), 'PUBLICATIONS', and 'PRESENTATIONS'. Under 'MY INFO', there is a sub-section titled 'Rotation Reports' with the text 'Rotation reports are up to date.' and a status 'PENDING ...'. A yellow box contains the instruction: '•Select the **My info** tab'.



The screenshot shows the 'Operations' section of the IMPACT menu. The 'Navigation' list includes: 'Premat Courses', 'Premat 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' (with a red arrow pointing to it), 'Research Proposal Addendum', 'Request for Final Defense Form', 'Report on Final Oral Examination Forms', 'External Members', 'Postgrad Info', 'Blank Forms', 'Publications', 'Presentations', 'Scholarships', and 'Awards'. A yellow box contains the instruction: '•Select the **Research Proposal**'.

Instructions for Research Proposal Form

RESEARCH

Operations

Create Proposal 

Navigation

Promot Courses
Promot Agreements
Rotation Mentor
Student Evaluations of Faculty
Faculty Evaluations of Student
Selection of Mentor (PHD_IBM 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

• Select [Create Proposal](#)

IMPACT

UPDATE PROPOSAL FOR STUDENT NAME

Operations

View My Info
List Research
Edit Research
Create Proposal 

Navigation

Promot Courses
Promot Agreements
Rotation Mentor
Student Evaluations of Faculty
Faculty Evaluations of Student
Selection of Mentor (PHD_IBM 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

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

The screenshot shows the 'Proposal Date' field with the value '2023-07-21' (5), the 'Defense Date' field (6), the 'Name of Committee Chair' field (7), and a dropdown menu for 'Allow mentor to view before submitting' with the option 'Yes' selected (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 'Internal Member' dropdown (6), the 'Member Type' dropdown (7), the 'Action' dropdown (8), and the 'External Member' dropdown (9).

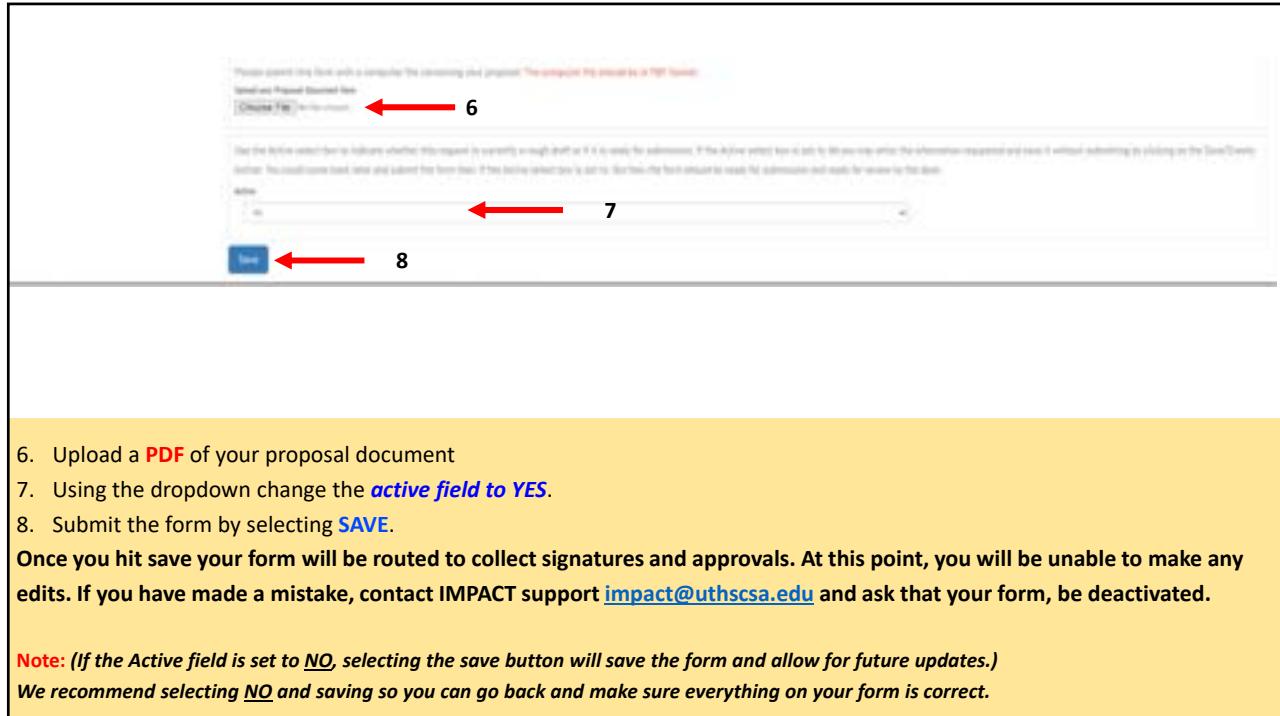
6. Select the members of your committee from the dropdown
7. Define the type of member:

- **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**.

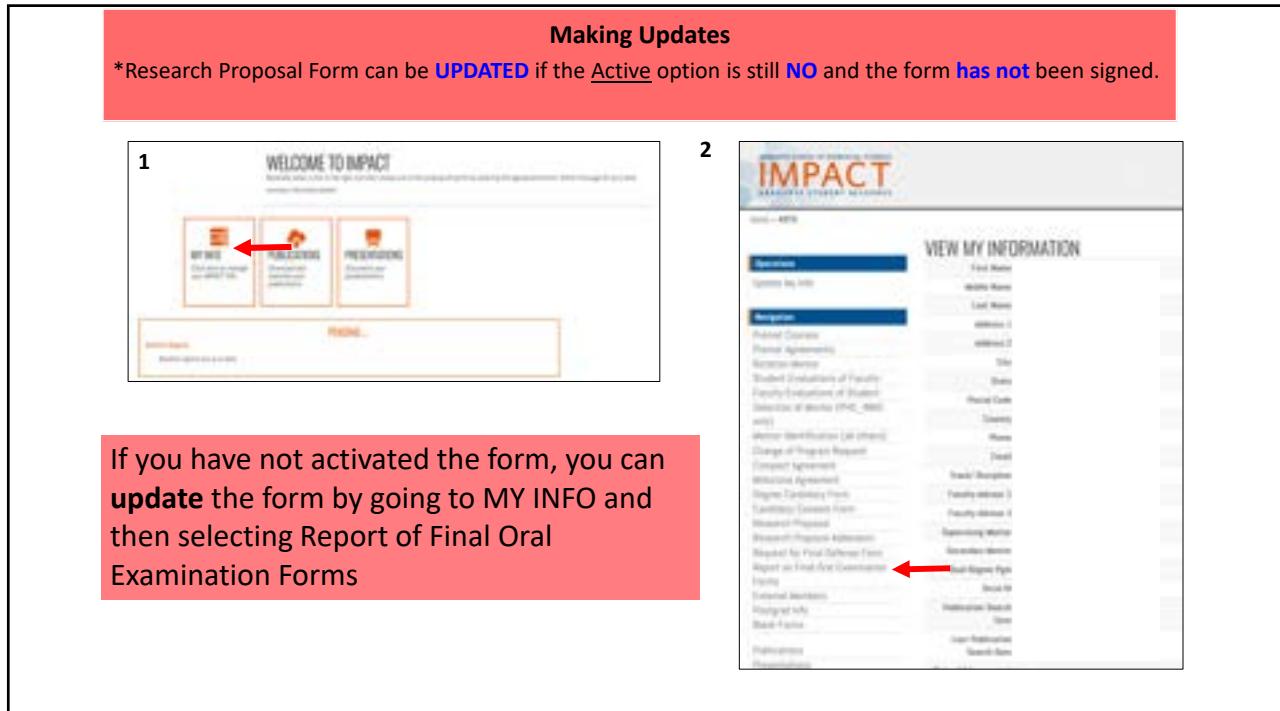
8. Submit the form by selecting **SAVE**.

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.

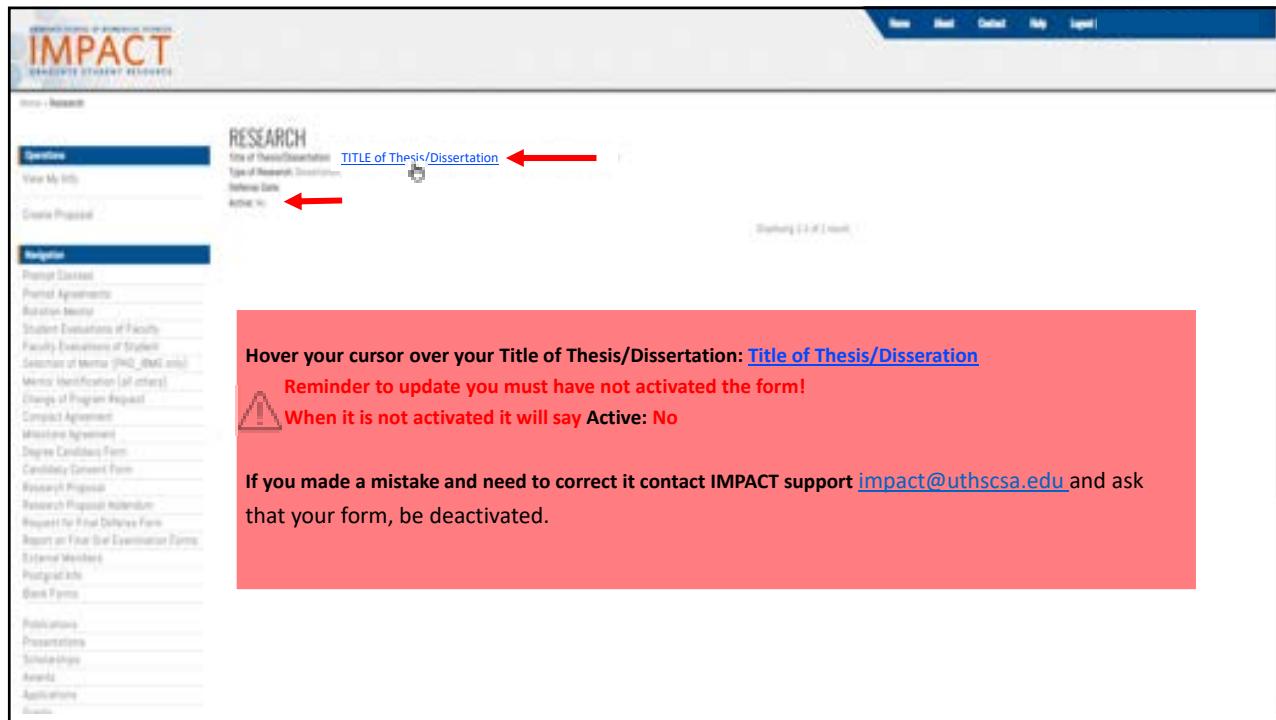


1. **WELCOME TO IMPACT**
MY INFO (highlighted with a red arrow)
MY FORMS
MY APPROVALS
MY RECORDS
MY PROFILE
MY PHONE

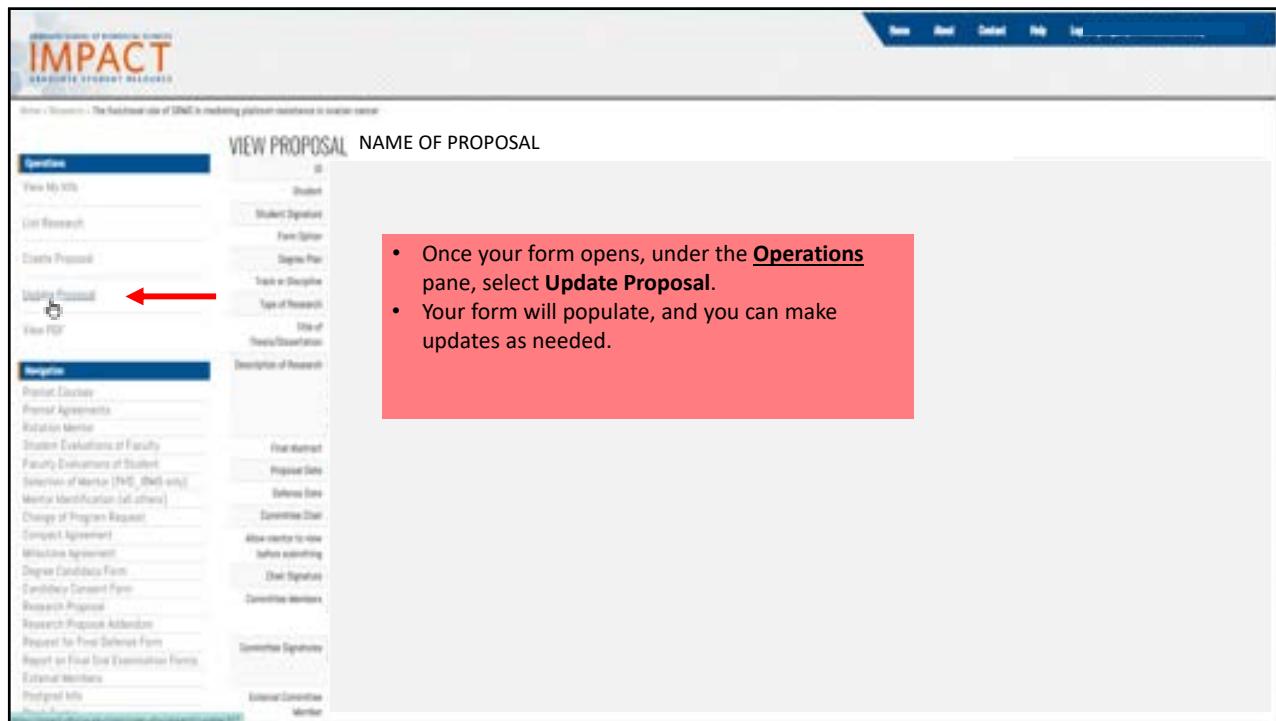
2. **VIEW MY INFORMATION**
Report of Final Oral Examination Forms (highlighted with a red arrow)
Other Identification (All Other)
Change of Program Request
Contract Agreement
Milestone Agreement
Degree Examination Forms
Candidate Clearance Forms
Research Proposals
Research Proposals Assessment
Request for Final Oral Examination Forms
External Mentors
Assigned MAs
Board Forms
Transcripts

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



The screenshot shows the IMPACT Research proposal form. The 'Operations' pane on the left is highlighted with a red arrow pointing to the 'Update Proposal' link. The main content area shows the 'RESEARCH' form with fields for 'Title of Thesis/Dissertation' and 'Active: No'. A red arrow points to the 'Active: No' field. A red box highlights the 'Title of Thesis/Dissertation' field with the text: 'Hover your cursor over your Title of Thesis/Dissertation: Title of Thesis/Dissertation' and 'Reminder to update you must have not activated the form!'. It also includes a warning icon and the text: 'When it is not activated it will say Active: No'. Another red box highlights the 'Active: No' field with the text: 'If you made a mistake and need to correct it contact IMPACT support impact@uthscsa.edu and ask that your form, be deactivated.'



The screenshot shows the 'Update Proposal' form. The 'Operations' pane on the left is highlighted with a red arrow pointing to the 'Update Proposal' link. The main content area shows the 'VIEW PROPOSAL' form with fields for 'NAME OF PROPOSAL' and 'Description of Research'. A red box highlights the 'Description of Research' field with the text: 'Once your form opens, under the **Operations** pane, select **Update Proposal**. Your form will populate, and you can make updates as needed.'



Use the Active select box to indicate whether this request is currently a rough draft or if it is ready for submission. If the Active select box is set to No you may enter the information requested and save it without submitting by clicking on the Save/Create button. You could come back later and submit the form then. If the Active select box is set to Yes then the form should be ready for submission and ready for review by the dean.

Active

Save

- 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



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 

PUBLICATIONS

PRESENTATIONS

PENDING ...

•Select the **My info tab**

Instructions for Research Proposal Form

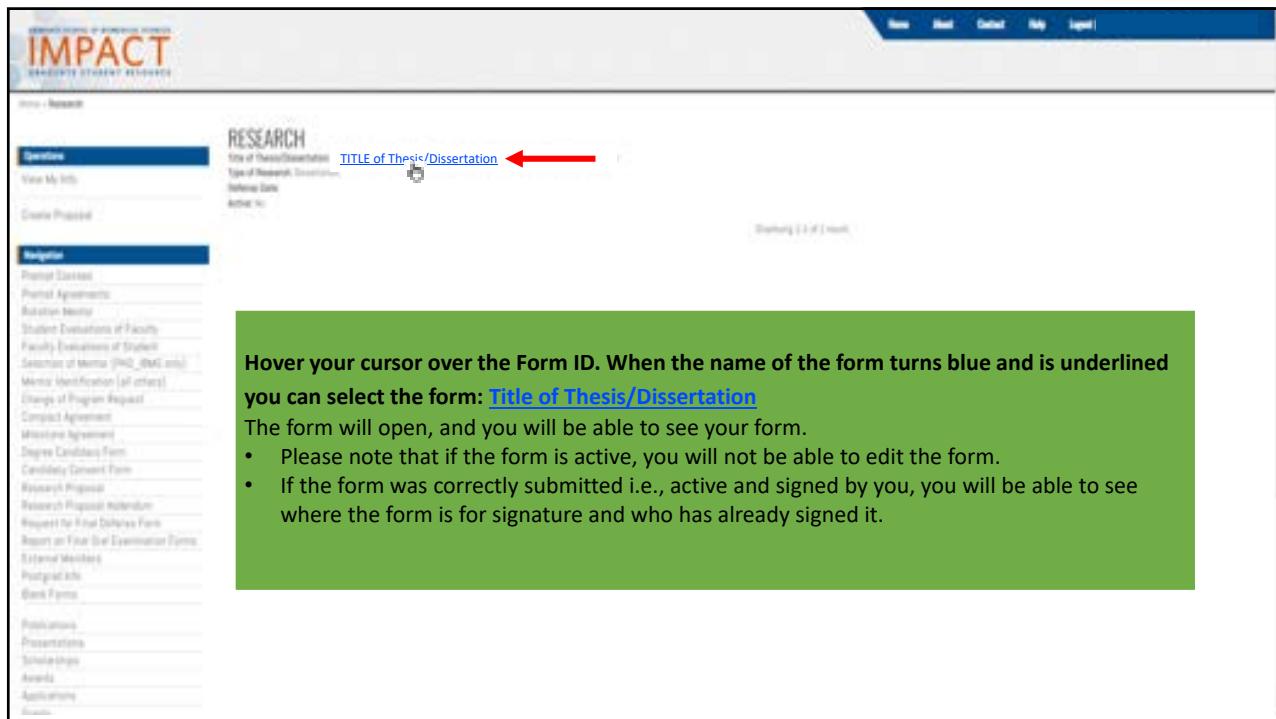


Operations
Update My Info

Navigation
Premat Courses
Premat 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 **←** •Select the 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



Operations
Update My Info
Create Proposal

Navigation
Premat Courses
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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 Material
Request for Final Defense Form
Report on Final Oral Examination Form
External Members
Postgrad Info
Blank Forms

Publications
Presentations
Scholarships
Awards
Applications

RESEARCH
Title of Thesis/Dissertation **←** 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.