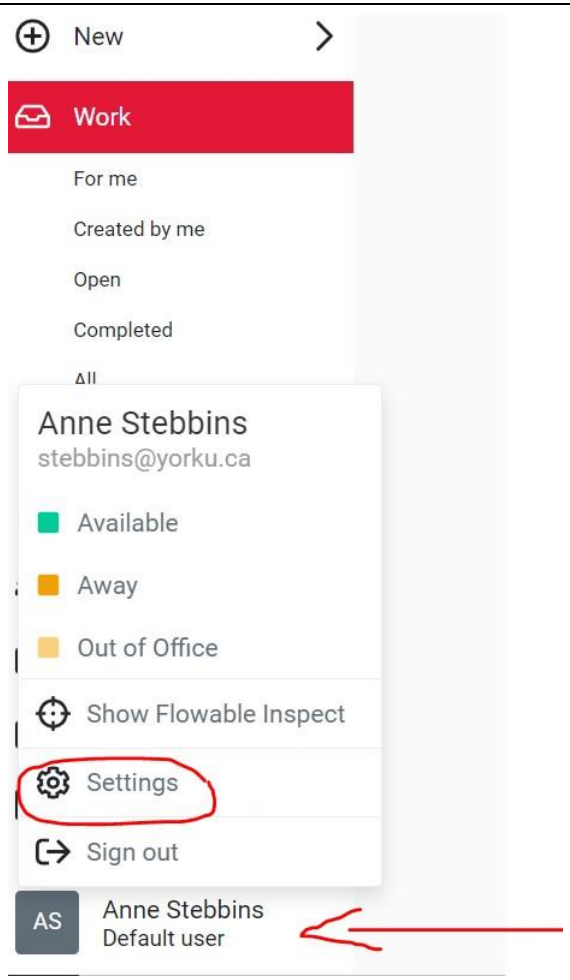
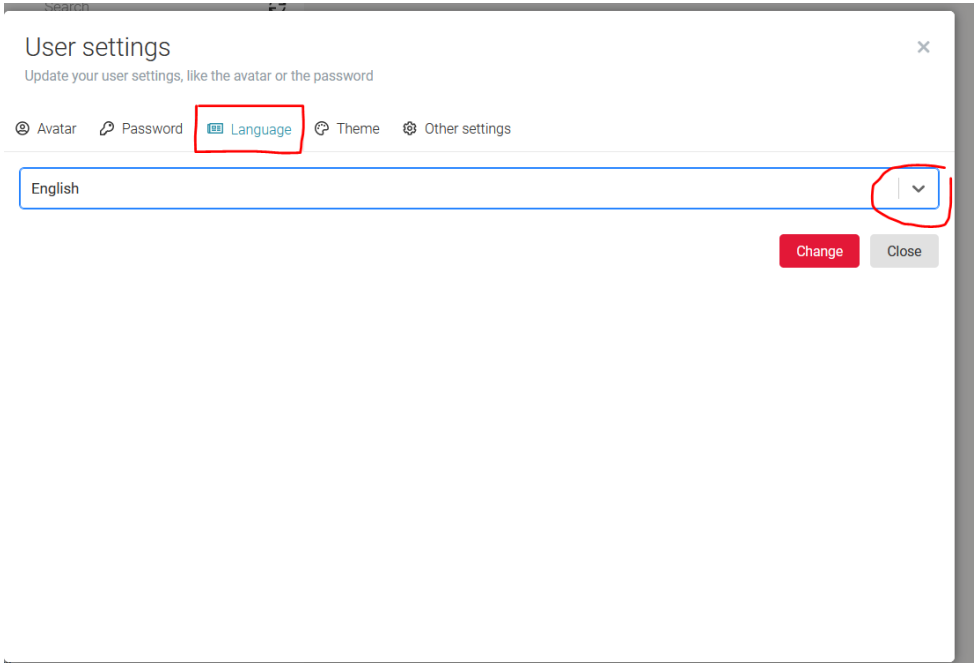
Instructions for Submitting a Proposal Milestone (on the Graduate Proposal Milestone Portal)

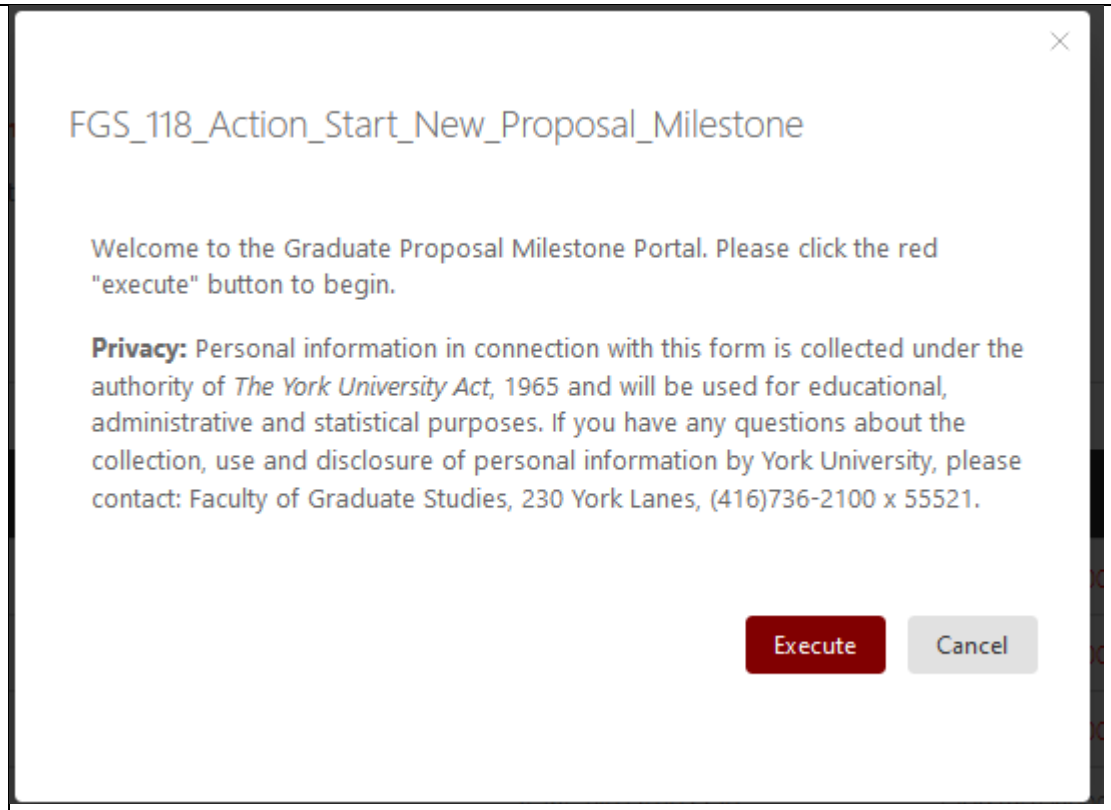
Faculty of Graduate Studies	Graduate Students
Portfolio: Scholarships and Awards	Implementation Date: August, 2024
Pages: 16	Last Updated: August, 2024

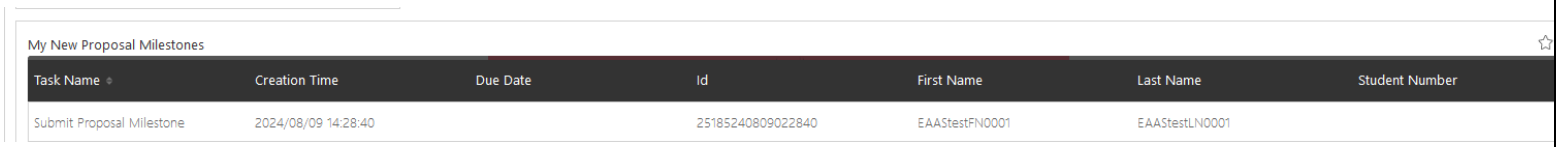
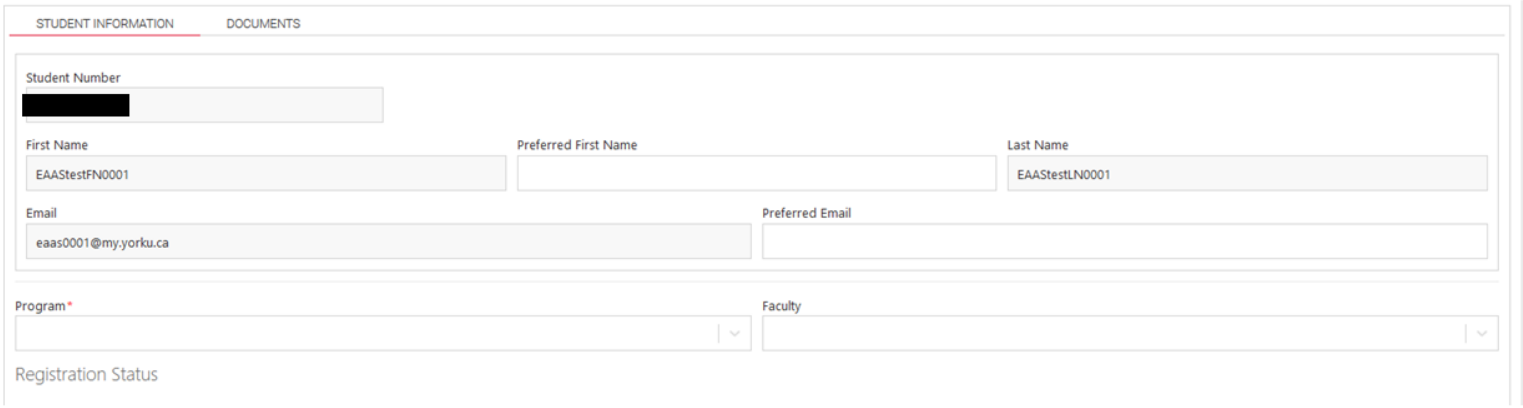
Step	Action
1	To submit a proposal milestone, enter the Graduate Proposal Milestone Portal via the FGS Research Ethics webpage: https://www.yorku.ca/gradstudies/students/current-students/thesis-and-dissertation/research-ethics/ The webpage has information about each research type including a description of the rules and regulations that pertain to it, and the documentation required for each research type.
2	Login to the Graduate Milestone Portal using your student Passport York credentials.

3	The portal language is English. To set your language preference to *French,* click on your name in the bottom left corner and then click 'settings.' Select *French* from the drop-down menu.


New
Work
For me
Created by me
Open
Completed
All
Anne Stebbins
stebbins@yorku.ca
Available
Away
Out of Office
Show Flowable Inspect
Settings
Sign out
AS
Anne Stebbins
Default user

	
4	Click on the 'Student Dashboard' on the left-hand side menu.
5	Click the **'Launch a new proposal milestone'** button. A screen will display privacy information. Click "execute" to launch a new submission.


FGS_118_Action_Start_New_Proposal_Milestone
Welcome to the Graduate Proposal Milestone Portal. Please click the red "execute" button to begin.
Privacy: Personal information in connection with this form is collected under the authority of *The York University Act*, 1965 and will be used for educational, administrative and statistical purposes. If you have any questions about the collection, use and disclosure of personal information by York University, please contact: Faculty of Graduate Studies, 230 York Lanes, (416)736-2100 x 55521.
Execute
Cancel

6	A new proposal milestone will appear in the “proposal milestone in progress” dashboard. Wait a few seconds while it gathers your student information. When it is ready, it will appear under the dashboard **‘My New Proposal Milestone.’** Click on the proposal milestone.  My New Proposal Milestones Task Name | Creation Time | Due Date | Id | First Name | Last Name | Student Number Submit Proposal Milestone | 2024/08/09 14:28:40 | | 25185240809022840 | EAAStestFN0001 | EAAStestLN0001
7	Complete the “student information” tab. The boxes marked with an asterisk (*) are mandatory.  STUDENT INFORMATION DOCUMENTS Student Number [redacted] First Name: EAAStestFN0001 Preferred First Name: Last Name: EAAStestLN0001 Email: eaas0001@my.yorku.ca Preferred Email: Program* Faculty Registration Status

Scroll down and continue to populate all required information. Select the type of research that you would like to submit from the drop-down menu. The type of research selected will inform the type of attachments required in the document tab.

Research Proposal Title *

Research Proposal Type *
- Thesis
- Dissertation
- Pilot Project

Type of Research *

Select a Type of Research

Research Types

Planned Thesis/Dissertation Format *

See Types of Theses/Types of Dissertation section for definitions.

**Note: Students wishing to undertake a thesis/dissertation that does not align with one of the above-mentioned formats are expected to initiate discussions with their supervisory committee and director of the graduate program concerned as early as possible (see Suitability of Proposed Format section at Master's Thesis or Doctoral Dissertation for more information).*

Students are responsible for ensuring the final submission of their thesis/dissertation complies with the submission and technical requirements guidelines outlined at Master's Thesis or Doctoral Dissertation. Please contact your graduate program office for further support.

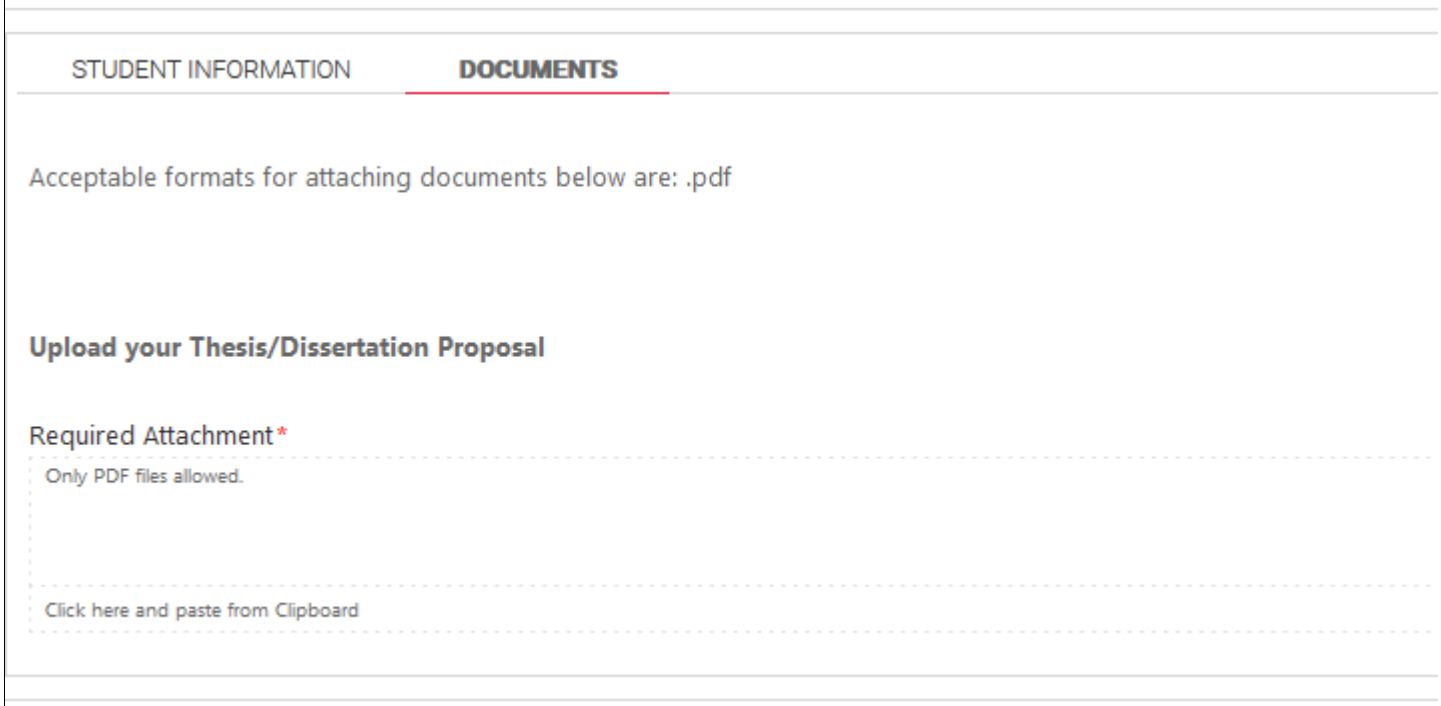
Risk to Researcher

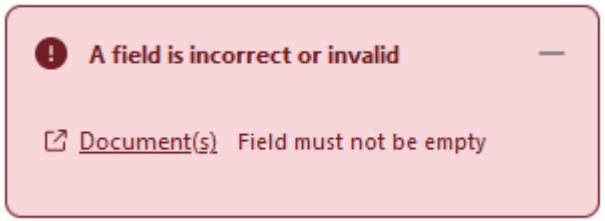
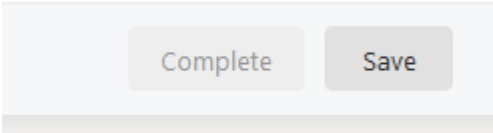
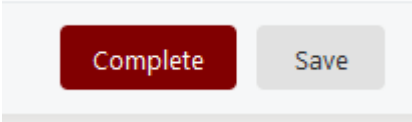
Are you travelling outside of Canada to conduct this research? *
- Yes
- No

Does the proposed research pose elevated risk to myself as the researcher requiring further health and safety considerations? *
- Yes
- No

Please consult the Graduate Student Risk Assessment Guidelines for information regarding risk assessment and planning.

The picture below shows that a thesis/dissertation proposal is a required attachment in the documents tab. It is the only required document because a “Type A- No human participants, no animals, no biohazards, and no secondary data analysis” was selected on the “student information” tab.



8	The grey **'Complete'** button on the top right will turn red when all required fields are satisfied, and it is possible to submit the proposal milestone. Unsure why you cannot submit? Click the **'Save'** button to save your work on the submission and continue it later. If something is missing, a red box will appear with information to help guide you to complete the sections that are incomplete. The picture below shows a red box with information about what sections are missing. Click on the underlined list of outstanding items to learn more about what is missing.   When the "complete" button is grey. It is possible to save, but not yet possible to submit the proposal milestone.  When the "complete" button is red, it is possible to click "complete" to submit the proposal milestone.

9	The picture below shows an example of an email that you will receive an email confirmation once your proposal milestone has been submitted successfully: **Proposal Milestone Submission Confirmation** G Graduate-Studies-Proposal-Milestone-Notification@yorku.ca To: Anne Stebbins; Anne Stebbins Wed 8/7/2024 1:57 PM Dear Anne Stebbins, Please accept this email as confirmation that you have successfully submitted a Proposal Milestone to the Faculty of Graduate Studies. The Proposal Milestone that you have submitted is: E - Human Participants, data collected under faculty research grant with HPRC Approval Certificate. Thank you, The Faculty of Graduate Studies Reply Reply all Forward

You will also receive an email if your proposal milestone is being returned to you. The picture belows shows an example of an email that contain comments/instructions for revision:

Notice of GPA Review Instruction for Revision

G Graduate-Studies-Proposal-Milestone-Notification@yorku.ca

To: eaas0001@my.yorku.ca; Anne Stebbins

Mon 8/12/2024 3:15 PM

Cc: Anne Stebbins; Anne Stebbins

Dear EAAStestFN0001 EAAStestLN0001,

Your GPA, Anne Stebbins, has returned your proposal milestone in Electrical Engineering & Computer Science with instructions for revisions.

Comments:
The attached proposal file is corrupt. Please remove the old file and attach a clean copy.

Please login and make the required revisions.

https://autoworx-qa.uit.yorku.ca/work/deeplink?fragment=/proposalMilestone/fGS_118_Page_Student_Dashboard

Thank you,

The Faculty of Graduate Studies

Reply Reply all Forward

The returned proposal milestone will appear in the **"My New Proposal Milestones"** dashboard and is coloured red. Click on it.

My New Proposal Milestones

Task Name	Creation Time	Due Date	Id	First Name	Last Name	Student Number
Submit Proposal Milestone	2024/08/09 15:39:09		25185240808010154	EAAStestFN0001	EAAStestLN0001	

The **“instructions”** section at the top of the proposal milestone shows the user identification of the person who sent it back to you, as well as their role. The example in the picture below shows that the Graduate Program Assistant (GPA) sent the proposal back to the student and left an instruction that the proposal file was corrupt. Follow the instructions to revise the proposal milestone and then submit it again by clicking on the “complete” button.

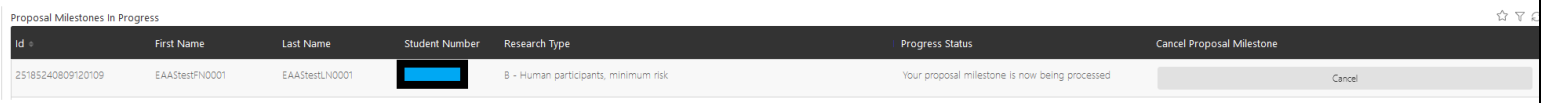
Instructions

Timestamp	User Id	Role	Comments
2024/08/12 15:15:39	stebbins	GPA	The attached proposal file is corrupt. Please remove the old file and attach a clean copy.

10

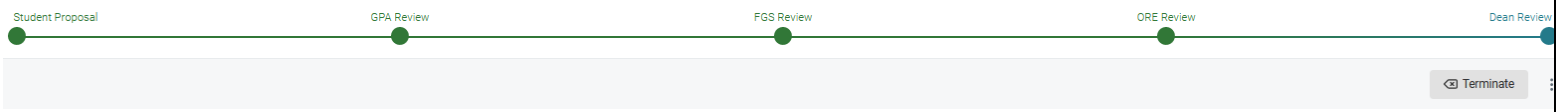
Breadcrumb Trail:

A breadcrumb trail is a visual representation that shows where the proposal milestone is in process. To view to the breadcrumb trail, click on the proposal milestone found under the “proposal milestone in progress” dashboard.



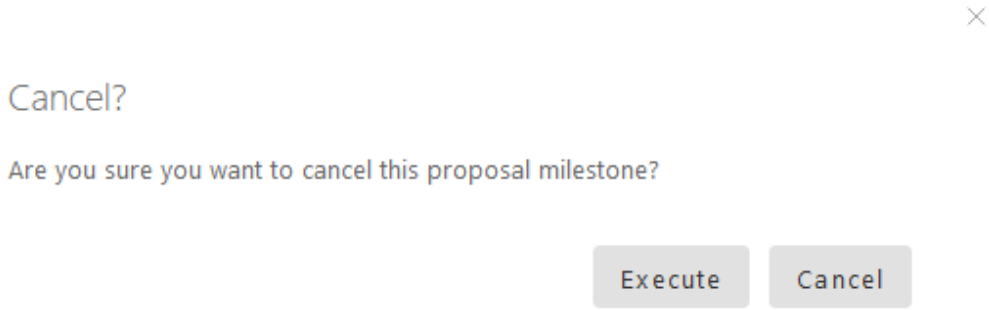
The picture below shows the breadcrumb trail for a type B- human participants, minimum risk proposal milestone. It shows that the student has submitted the proposal milestone. It shows that the Graduate Program Assistant (GPA) has reviewed it. It shows that the FGS (Faculty of Graduate Studies) has reviewed it. And it shows that the ORE (Office of Research Ethics) has reviewed it. It shows that the proposal milestone is now sitting at the “Dean Review” stage.

The circles that are coloured green signal that the proposal milestone has passed successfully through that step. The circle that is coloured blue indicates that the proposal milestone is at this step. The blue circle means that this step is currently in progress.



Cancelling a Proposal Milestone:

Note that you can cancel your proposal milestone at any time *before* a decision is made. Click on the “cancel button” and press “execute” to confirm the cancellation.



12	**Office of Research Ethics:** Some of the research types require review and approval by the Office of Research Ethics (ORE). You will receive an email notifying you if your package has been sent to the ORE. The picture below shows an email to a student and a Graduate Program Assistant. The email notifies them that the proposal milestone package has been sent to the ORE: **Notice of ORE Review** G Graduate-Studies-Proposal-Milestone-Notification@yorku.ca To: eaas0001@my.yorku.ca; Anne Stebbins Mon 7/29/2024 10:46 AM Dear EAAStestFN0001 EAAStestLN0001, This is to confirm that your proposal milestone (B - Human participants, minimum risk) has been submitted to the Office of Research Ethics. Please allow 20 business days for processing. If you have any questions please contact the Research Ethics Review Coordinator at ORE@yorku.ca. Thank you, The Faculty of Graduate Studies The ORE will send you an email with an attached research certificate when your research ethics package is approved by their office. After that, the ORE returns your research package to FGS where the Associate Dean will review it. You will receive an email once the Dean approves your proposal. This email confirms that you can now begin your research, and this is the end of the process.

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You will receive an email confirming the approval of the proposal milestone.

Proposal Milestone Approval

G

Graduate-Studies-Proposal-Milestone-Notification@yorku.ca

To: eaas0001@my.yorku.ca; Anne Stebbins

Wed 8/7/2024 1:44 PM

Hi EAAStestFN0001 EAAStestLN0001 [217051400],

The Proposal Milestone submitted on 07/08/2024 at 13:07 has now been approved by the Faculty of Graduate Studies.

You can now proceed with your research as proposed. Please note that you must remain registered as active in a graduate program while conducting approved research with human participants, animals, and/or biological agents.

Graduate students on leave or who have withdrawn from their graduate program with an approved research protocol on record may not conduct/continue to conduct any research with human participants, animals, and/or biological agents, until such time that their student registration status becomes active.

If you have further questions about this research protocol, please contact ORE@yorku.ca or the Faculty of Graduate Studies Research Officer – FGSRO@yorku.ca.

Best,
The Faculty of Graduate Studies

Reply | Reply all | Forward

The approved proposal milestone will appear under the dashboard **'Completed Proposal Milestones.'**

Completed Proposal Milestones (8)

Id	First Name	Last Name	Student Number	Research Type	Decision
25185240807115749	EAAStestFN0001	EAAStestLN0001		B - Human participants, minimum risk	approved