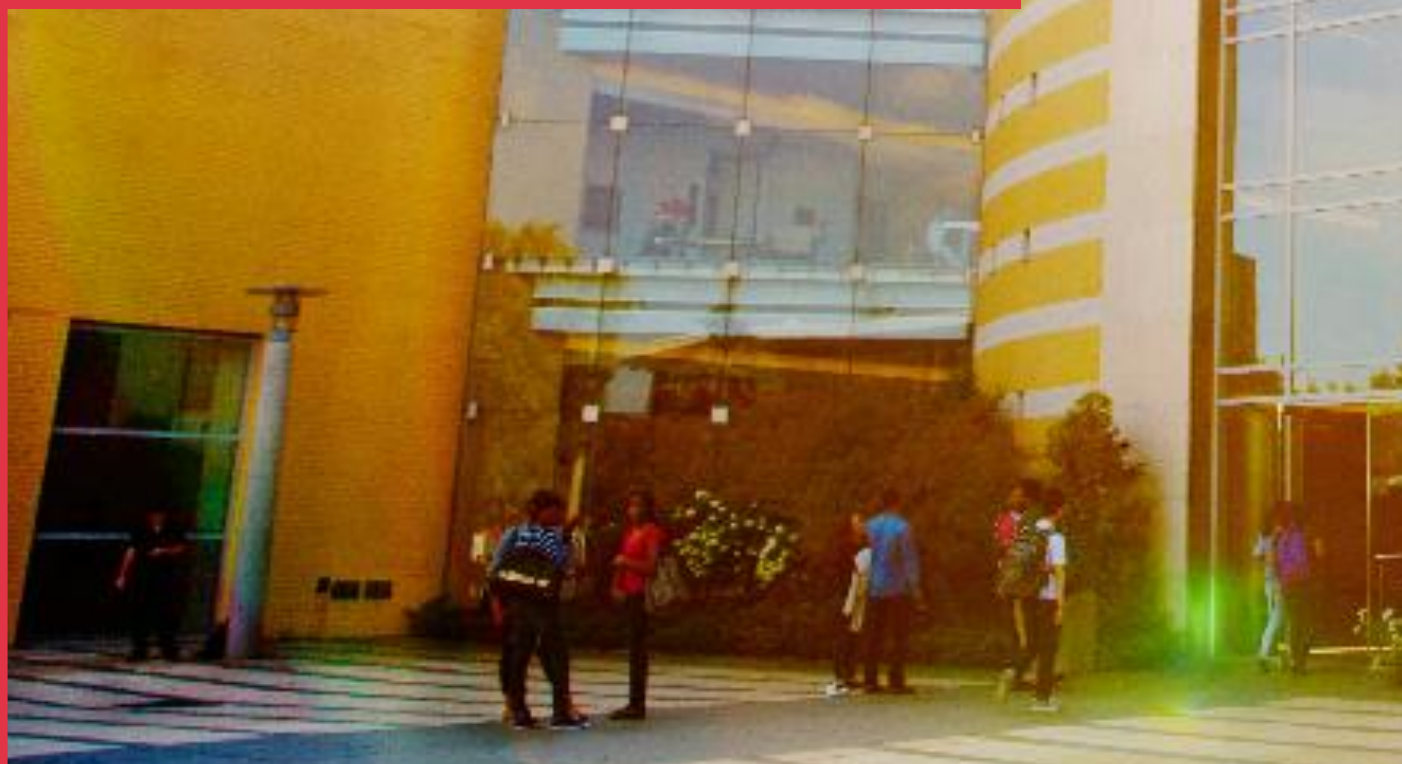


# Navigating the Graduate Proposal Milestone

GUIDE FOR GRADUATE FACULTY

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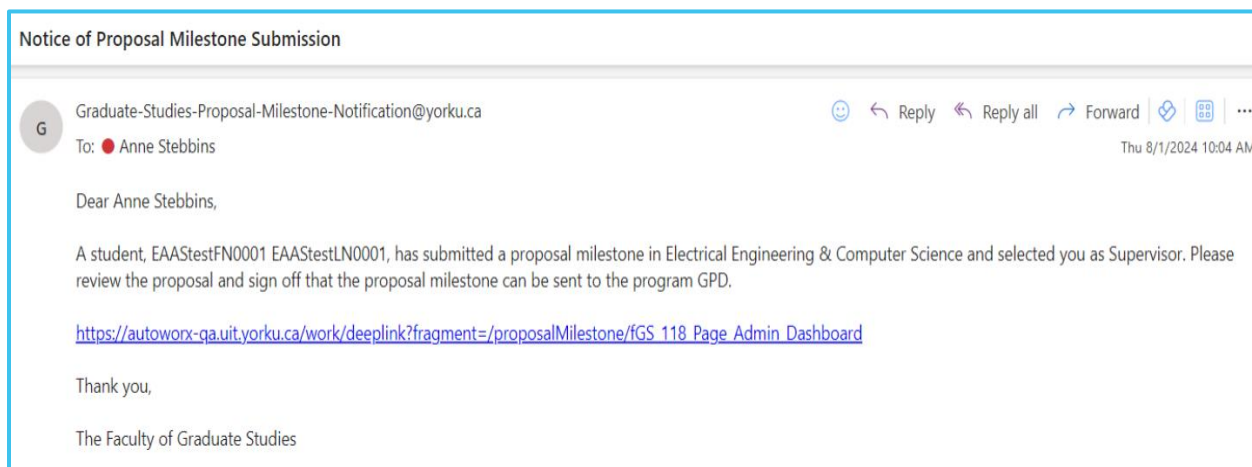
# Guide for Graduate Faculty: *Navigating the Graduate Proposal Milestone*

OFFICE OF THE DEAN (FGS) | NOVEMBER 2024

This guide describes the steps that a supervisor and a supervisory committee member will each follow to review and confirm their recommendation of approval to the Faculty of Graduate Studies (FGS) for a proposal milestone (Type A research no human participants, no animals, no biohazards, no secondary data analysis).

## Receiving notification of a Submission

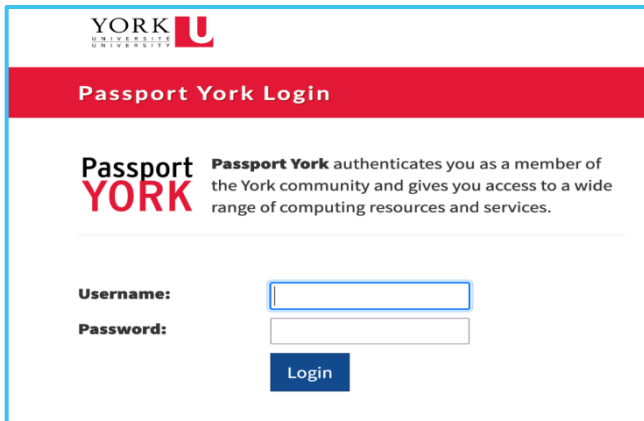
The supervisor and supervisory committee members will each receive an email when a student that they are supervising has submitted a type A package. The submission is ready for review. Each person must review, confirm, and recommend it for approval to the Faculty of Graduate Studies (FGS).



*The image above is a sample email notification.*

## Accessing Proposal Milestone Portal

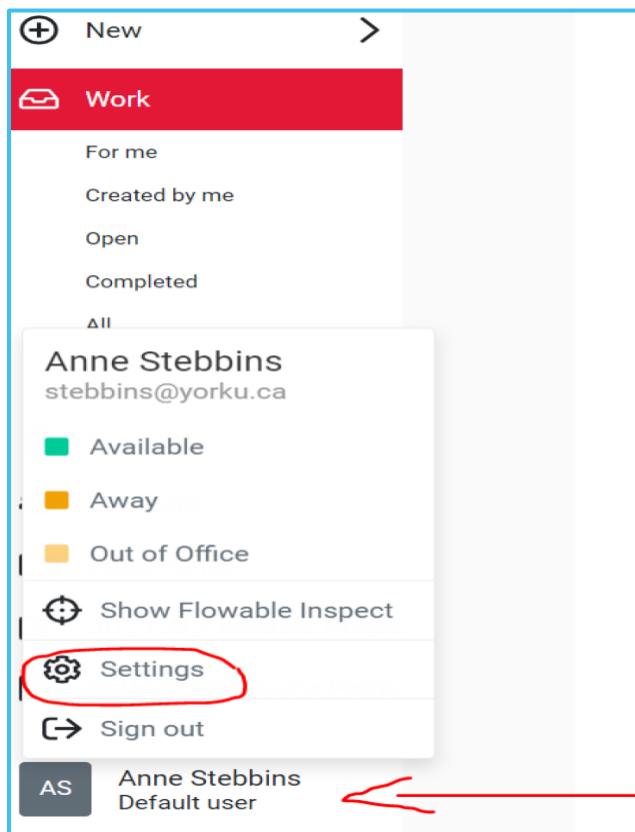
Access the Graduate Milestone Proposal Portal using the Passport York credentials either by clicking on the link in the notification email OR by accessing the login page (for staff and faculty) from the Faculty of Graduate Studies (FGS) Graduate Research Ethics webpage.



The image above shows the passport Yorku login page.

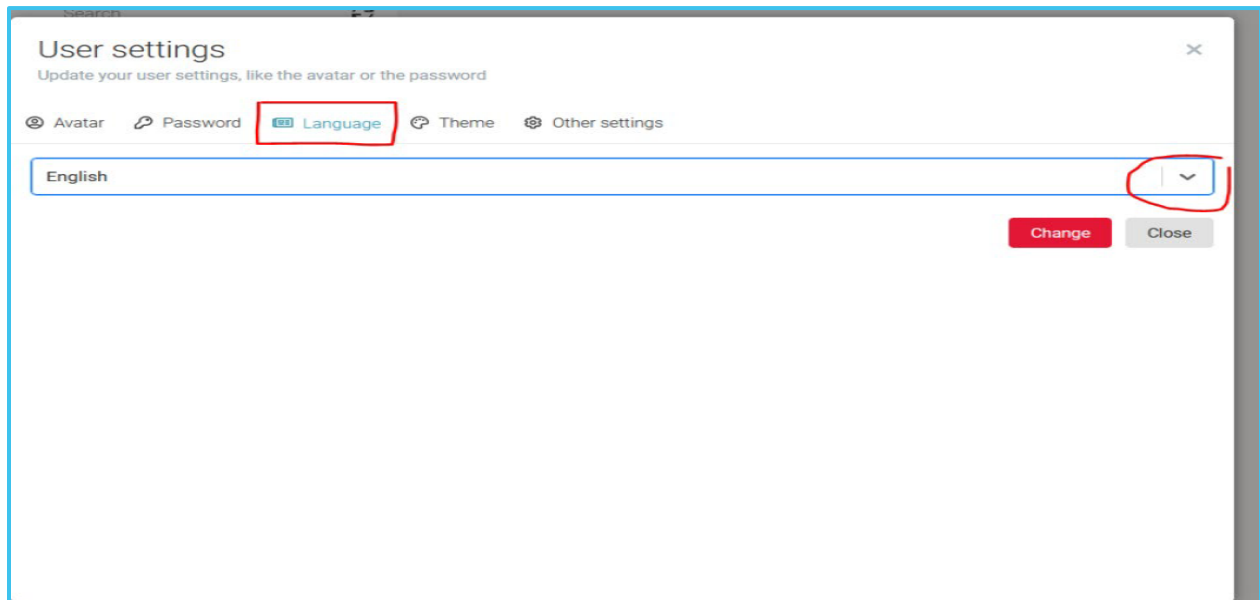
## User Settings in the Portal

Language preferences can be changed to “French” by clicking on your name in the bottom left corner and then clicking ‘Settings.’



The image above is the “settings” gear.

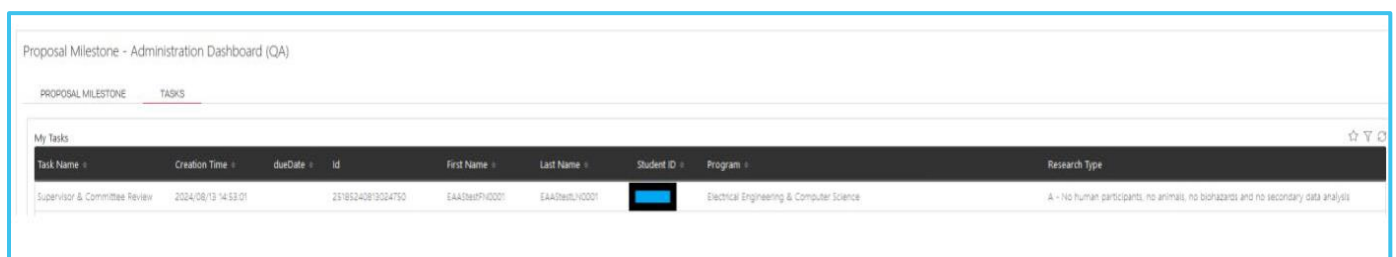
The portal is set to English. To change to French, select “French” from the drop-down menu.



The image above shows the language is English.

## Locating the file to Review

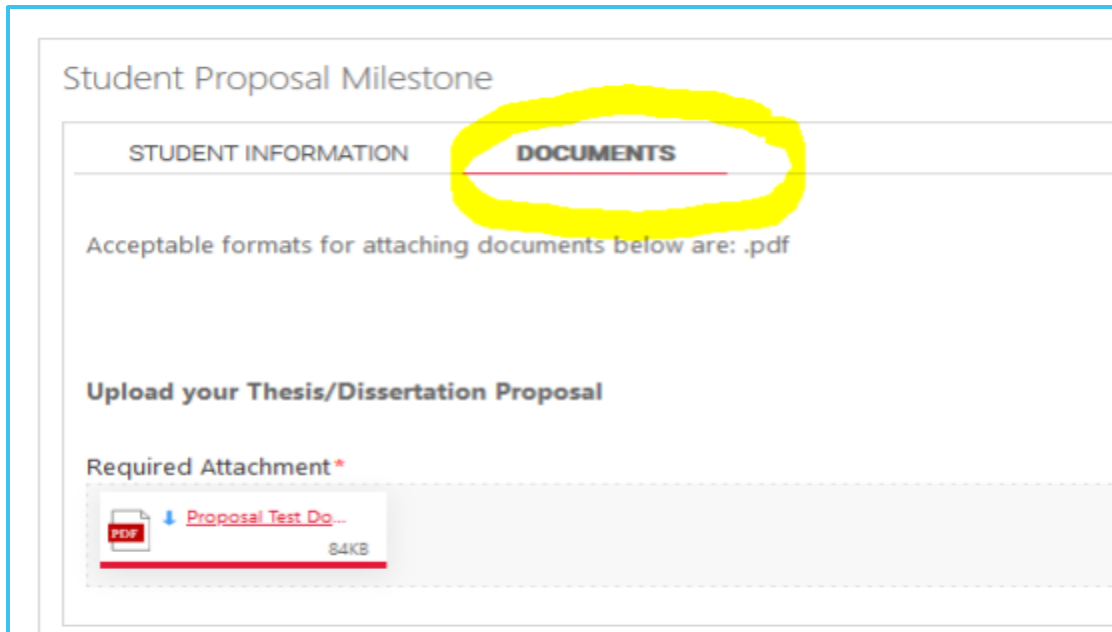
In the “Tasks” tab, you will find “My Tasks” dashboard where proposal milestones at the “Supervisor & Committee Review” stage are waiting for your review. Click on the proposal milestone. Scroll down to review the details of the proposal milestone.



The image above is the “my tasks” dashboard.

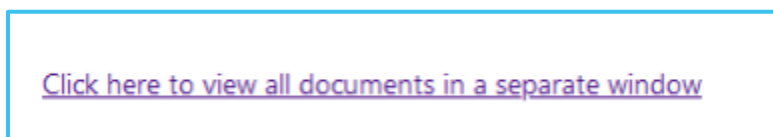
## Viewing Documents

There are two ways to view the documents that the student has attached to the proposal milestone submission. The first method is to click on the “documents” tab.



The image above is the documents tab with the proposal milestone.

The second method is to click the blue link called “click here to view all documents in a separate window.”



The image above is an example of this link.

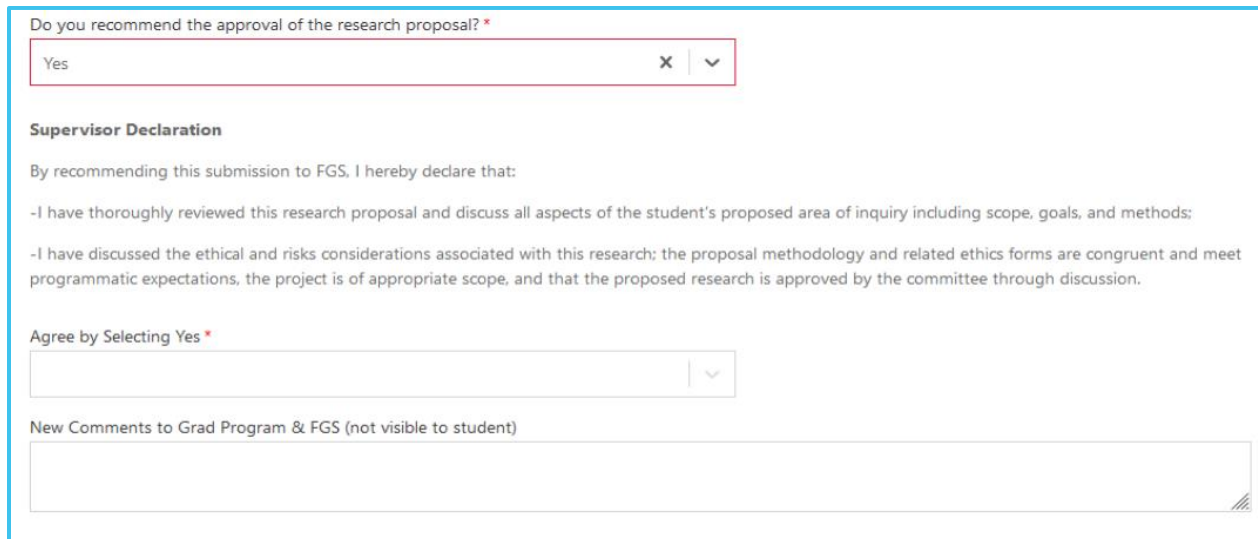
Clicking this link will bring up a new tab with the attached documents. Click on the file that you would like to view, without downloading.

Once you have completed your review, scroll down to the bottom of the submission where you will see the question “do you recommend the approval of the research proposal?”

The image above shows the drop-down menu used to input your answer.

## Approving the Proposal

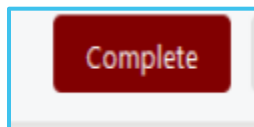
If you are ready to approve the proposal milestone, select “yes.”



The screenshot shows a web form for approving a research proposal. At the top, there is a question: "Do you recommend the approval of the research proposal? \*". Below this is a dropdown menu with "Yes" selected. Underneath is a section titled "Supervisor Declaration" with the text: "By recommending this submission to FGS, I hereby declare that:". This is followed by two bullet points: "-I have thoroughly reviewed this research proposal and discuss all aspects of the student's proposed area of inquiry including scope, goals, and methods:" and "-I have discussed the ethical and risks considerations associated with this research; the proposal methodology and related ethics forms are congruent and meet programmatic expectations, the project is of appropriate scope, and that the proposed research is approved by the committee through discussion." Below the declaration is a dropdown menu labeled "Agree by Selecting Yes \*". At the bottom of the form is a large text area labeled "New Comments to Grad Program & FGS (not visible to student)".

The image above shows the declaration statement.

Complete your review by clicking the red “complete” button on the top right-hand corner of the submission.



The image above shows the complete button.

## Returning a submission to a student:

You can also return the submission to the student with instructions for revision. The picture below shows that “needs revision” has been selected and a free text box labelled “instructions to students” has appeared. Use the free text box to tell the student what they should adjust before resubmitting the package. Click the “complete” button (top right) to send the submission back to the student.

Do you recommend the approval of the research proposal? \*

Needs Revision x | v

Instructions to Student \*

The image above shows that “needs revision” has been selected and a free text box labelled “instructions to students” has appeared.

The student and Graduate Program Assistant will receive an email notification that a submission has been returned. An instruction box at the top of the submission will show your comments. The box shows the user identification of the person who sent it back to the student, as well as their role. The image 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. The student should 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.

The image above shows the instructions box.

\*Please note that all faculty supervisory committee members will receive an email notification to their passport YorkU name-email that a task is waiting for your review. If it is not completed a reminder is sent and the Graduate Program Assistant and Graduate Program Director are cc'd on the reminder. If the task is not completed, then it is sent back to the student.

The supervisory committee members must all review and confirm the submission. Once that is complete, it is sent to Graduate Program Director (GPD) for review. Once that step is completed, the submission is sent for FGS where the Associate Dean will review.

The student will receive an email confirmation once the proposal milestone is approved. The milestone will be coded on the student record and the student can begin their research.