

Course Instructions

A research project is carried out by a master's degree candidate in which the student's mastery of the research process is demonstrated. Students can submit one of the following: 1) Grant proposal and application or 2) Research for publication. This course qualifies for full-time status, requiring a minimum of 480 hours of work per semester of registration. -- **Credits: 2,3**

1. Since this class takes time, make sure you notify and meet with your advisor the semester prior to the semester you plan to take this class.
2. Register for **CIDS698**. (You will need advisor's permission.)
3. Please sign and date this document confirming that you have received it. Then submit this document to the CIDP office or upload to the LearningHub before you proceed with the next steps. Deadline for submitting: **September 15** (Fall Semester)/ **January 30** (Spring Semester)/ **May 30** (Summer Semester).
4. Decide if you will write a Research paper or an application for a Grant. Topic must stay within the Humanitarian & Development field. Dr. Raveloharimisy needs to approve the topic before you can proceed.
5. Choose at least 2 professors who you would like as your mentors to help you through the process of the project. The professors need to have the degree and experience requirements, regardless if they are Andrews faculty or not.
6. You need to see your advisor to get his/her approval for the committee. When your advisor approves the committee, then contact the professors and ask if they are willing to do this for you. (If a professor is unable to be your mentor, including if they have already been approved and worked with you, find a new one and get your advisor's approval again.) Needs to be done immediately.
7. Send the mentors an email (and copy raveloha@andrews.edu and cidp@andrews.edu) thanking them for being willing to work with you.
8. Choose your topic and gather your resources to do your writing. Get your committee's approval on the topic.
9. Decide where you wish to submit your paper or application for a grant. The Research paper must be submitted to a peer review journal.
10. Complete the Course Contract. Contract must be signed by the committee members and yourself. Deadline for submitting the initial contract to CIDP office as well as LearningHub: **September 15** (Fall Semester)/ **January 30** (Spring Semester)/ **May 30** (Summer Semester). If your project is not completed within one semester, you must enroll in the CIDS 698 course again and the Research Project contract must be renewed each following semester you are enrolled. Deadline for completing this following contract will be the **second Monday of the semester**.
11. At the end of every month, fill out the appropriate paperwork (3a Research Paper / 3b Grant Application - Monthly Report) and submit it on the LearningHub by **the 5th of the month**.

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12. Keep focused...don't let a week go by without making some progress.
13. Write your Research Proposal or Letter of Intent (LOI). Submit it to your committee to get their approval. **Only write your project when it is approved.** Please use the template found on the [CIDP Instruction of the Learning Hub](#). Look at the information related to **CIDS 698 Research Project** under the **General Tab**.
14. Write your Research paper or Grant application/proposal and give it to your mentors for suggestions or corrections.
15. When it is returned, make the corrections, and re-submit it to your mentor. Keep doing this until both of your mentors are satisfied.
16. For those who will not graduate at the end of the semester when enrolling in CIDS 698: Research Project, submit your report to the Learning Hub on **the 5th of the first month in the new semester**.
17. For those who will graduate at the end of the semester when enrolling in CIDS 698: Research Project, when your committee has approved your work, submit the paper to Dr. Raveloharimisy for final approval. He needs to confirm that you have carefully addressed any issue(s) in the Humanitarian & Development field. He will instruct you about the next steps to follow depending on the quality of your paper or proposal. Deadline to submit the approved project/proposal to CIDP office: **October 15** (Fall Semester)/ **March 15** (Spring Semester)/ **June 15** (Summer Semester).
18. You need to receive Dr. Raveloharimisy's approval before you can submit your Research paper or Grant proposal to the publisher/grant organization.
19. The publisher/grant organization will email you an acknowledgement receipt to show that they have received what you sent. Submit the acknowledgement receipt to CIDP and/or the Learning Hub - used to prove that you have completed your project. Deadline to submit the acknowledgement receipt: **November 15** (Fall Semester)/ **April 15** (Spring Semester)/ **July 15** (Summer Semester).
20. Fill out the "Completion of Project" form (search for "report of completion form" on Andrews website) www.andrews.edu/cas/english/graduate/report-of-completion.pdf. Complete all sections except the "Comments & Grade" section. Submit the form to the CIDP office by **November 15** (Fall Semester)/ **April 15** (Spring Semester)/ **July 15** (Summer Semester).
21. You will be given a grade based on the quality of your work at the end of the semester.
22. You need to enroll in the class again if you did not complete your research project.

Student Name

Student ID #

Student Signature

Date