Master's Pre-Thesis Research Approval

[Master's Pre-Thesis Research Approval Form](#)

Read these directions before initiating the DocuSign process for the Pre-Thesis Research Approval form. This routing process for mentor/chair and committee member signatures and approvals is now created and signed via DocuSign (link above) through embedded PowerForms.

Before You Begin

- **Check with Department/Unit***:* Check with your mentor/chair of your graduate advisory committee about any procedures or deadlines that have been set up within your department. Confirm with your unit Graduate Program Director as well to ensure you are familiar with your unit procedure, and to confirm your committee members are the appropriate graduate faculty members or external member.
- **Tell Committee Members to Expect Emails:** Also, keep in mind that the emails that are generated through DocuSign look like any other email. Let your committee members know shortly before you initiate the electronic pre-thesis form, so they will be aware that this very important PDF will be emailed to them soon.
- **Ask Questions:** Discuss with the members of your committee, your advisor/mentor, and possibly your graduate program director before initiating the pre-thesis approval process. Feel free to contact Marquerite Bond (bassm@ecu.edu) in the Graduate School with any questions or concerns.

Complete the DocuSign Powerform

The link above accesses the DocuSign PowerForm Signer Information pages, which have been set up specifically for graduate students to create the Master's Pre-Thesis Research Approval Form and send it to everyone who needs to sign it. It will then, as part of the process, be routed to the ECU Graduate School. Before you click on the link, you may want to gather information that you'll need to complete the form.

1. First, check to ensure you are using the Master's Pre-Thesis Research Approval Form if

you are a master's student starting research on your thesis.

2. Next, fill in your name and official ECU student email address.
3. Next, type in the name and official ECU faculty email address for your mentor/chair of your graduate advisory committee plus all committee members. If you have an external committee member, add their email address as well. You must have at least three ECU Committee Members with Graduate and/or Associate Graduate Faculty status on your committee.
   a. If you have more than three total members in your committee (some units also require additional members), there are extra areas to include their names and email addresses.
   b. Always use the official ECU email address for committee members. If you have a committee member such as an external member, who does not have an ECU email address, use their (non-ECU) email address.
4. Next, fill in the name and ECU email address of your unit Graduate Program Director.
5. Finally, click on the button on the bottom of the form to "Begin Signing" which brings up the electronic signature page form.

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

### Individual Submitting Thesis (Student's name and email address)

Your Name: *

Full Name

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

Fill out Pre-Thesis Research Approval Form

After you click on the "Begin Signing" button, a new page will appear. The Research Approval Form PDF form is shaded out. Click in the "Got it" button on the right side of the screen to get started.
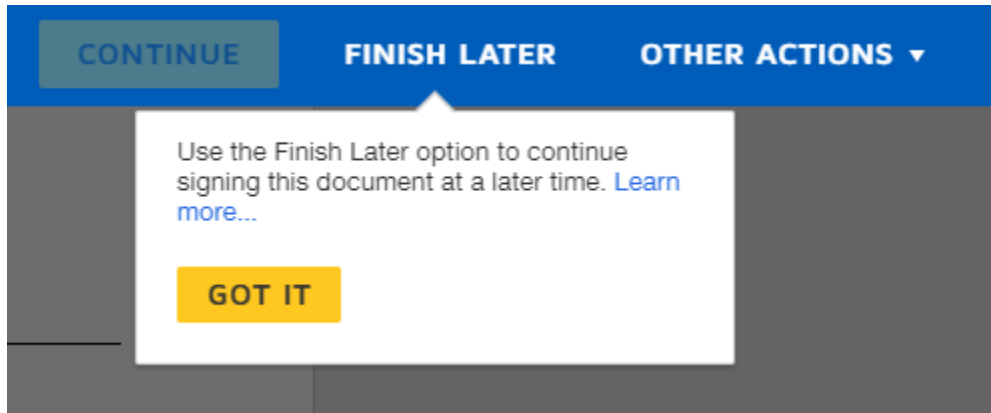
Then, on the left side of the screen, there is a gold arrow and a link to the "Electronic Record and Signature Disclosure" document. You can review the document before you click on the white box to the left of the statement "I agree to use electronic records and signatures."
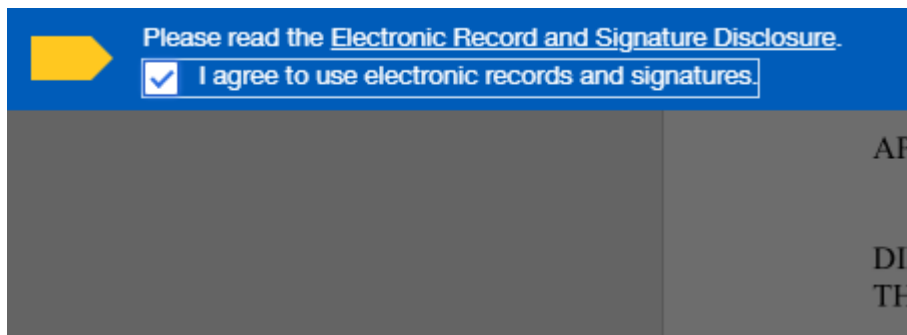
Then click on the gold "Continue" button and the approval form will be unshaded and you can fill in the information. Notice the "Other Actions" box to the right of the gold "Continue" button. You can click here to find the "Finish Later" option. If you click on "Finish Later," an email is sent to you with a link to pull up the form and fill in more information.

This is the information to be added to the Master's Pre-Thesis Research Approval form:

- First, fill in the date, your name, Banner ID, phone, email, program, and Working Title of your Thesis Research.
- Next, fill in the name of your mentor/advisor/chair and committee members, checking the box if they are Graduate or Associate Graduate Faculty/External Member/Graduate Teaching Faculty. **They will sign and enter their Banner IDs.**
- Answer the questions associated with your research.

- Hovering over any of the boxes will show you what information is needed there.

Once you have filled in all the information, click the "Finish" button to activate the emails.

Emails Go Out to Committee Members and then to Graduate Program Director for Final Signature

Emails with the approval form attached are sent to your mentor/chair/director of your thesis and to your committee members. The subject line will be: **Please DocuSign: Pre-Thesis Research Approval Form.**

After your committee chair and committee members have added their signatures, it will be routed to the graduate program director and then the graduate school.

Graduate School Verifies Committee Members

The ECU Graduate School reviews the completed Master's Pre- Thesis Research Approval Form, verifies that the committee members have current graduate or associate faculty status, and enters the information into Banner Xtender, which will update Degree works.

Once the ECU Graduate School has completed the process, an email is sent to everyone on the form confirming that the form has been completed.