



UNIVERSITY
of HAWAII®
MĀNOA

Master's Plan A – Advance to Candidacy (Form II)

Use this form to report the following:

- Appointment of thesis committee (If appointing a non-graduate faculty to the committee, attach justification and a current CV of the faculty.)
- Approval of research topic (Attach the appropriate approval(s) as necessary. See below.)
- Results of the second foreign language exam (if required)

Submit this form prior to registering for Thesis 700 or before the first day of instruction during the semester of registration.

Registration in Thesis 700 is allowed only after this form and all necessary attachments have been received and approved by the Graduate Division.

Approval for Research Topics

As required by federal, state and university regulations, UHM students who intend to conduct research that involves the use of subjects listed below must check with their respective academic departments, the Office of Research Services, and the appropriate office(s) listed below for approval and guidance.

- **Human Studies Program <www.hawaii.edu/irb/>**
The Committee on Human Studies (CHS) functions as the federally mandated Institutional Review Board (IRB) for the UH system. All research proposals involving the use of human subjects or the university's non-public information to identify or contact research subjects need to be reviewed and approved by the CHS. Federal guidelines allow for some research to be exempt from IRB review. However, only the CHS may grant such exemptions.
- **Environmental, Health and Safety Office <www.hawaii.edu/ehso/>**
The Environmental, Health and Safety Office (EHSO) ensures safe campus environments through the development and administration of health and safety programs critical to the university experience. Research proposals involving radioactive materials, biological "commodities" (including micro-organisms, plants, animals, biological toxins, cell or tissue samples, recombinant DNA), compressed gas (scuba) diving, certain chemicals and hazardous materials, and the disposal of hazardous materials need to be reviewed and approved by the EHSO.
- **Institutional Animal Care and Use Committee <www.hawaii.edu/ansc/IACUC/>**
The Institutional Animal Care and Use Committee (IACUC) is responsible for the oversight and evaluation of animal care and use at the university. Research proposals involving vertebrate animals need to be reviewed and approved by the IACUC.

Committee Approval

Members of the committee must review the student's research proposal and indicate their approval by signing this form.

List of Potential Committee Members

<http://manoa.hawaii.edu/graduate/content/select-committee-member>

2540 Maile Way, Spalding Hall 360
Honolulu, Hawai'i 96822
Telephone: (808) 956-8544, 956-8500
Web site: manoa.hawaii.edu/graduate

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Part I. To be completed by the student

Name _____ UH ID No. _____
LAST, FIRST, M.I.

Graduate Program _____ Degree Objective _____
INCLUDE SPECIALIZATION IF APPLICABLE.

Thesis Topic: _____

I certify that I have read and understand the policies and instructions for this form.

YES NO My research requires approval by one or more of the following: Human Studies Program, Environmental, Health, and Safety Office, and/or Institutional Animal Care and Use Committee. If yes, attach a copy of the approval letter(s). Enrollment in Thesis 700 will not be permitted until such approval is obtained.

Signature of Student _____ Date _____

Obtain approval signatures from the thesis committee:

We certify that we have reviewed the proposed research and found that the proposal is 1) appropriate to the student's academic discipline, and 2) in compliance with the policies and instructions for this form.

Name (Type or Print)	Signature	Date
Chair		
Member		
Member		
Member		

Part II. To be completed by the graduate chair

Exam	Not Required	MM/DD/YY	Passed	Failed
Second Language Exam (Language: _____)				

Advance to Candidacy: Recommended Not Recommended

Signature of Graduate Chair _____ Date _____

GRADUATE DIVISION ACTION

Approved Not Approved By _____ Date _____
Remarks _____

C: Graduate Program / Student