

Applied Clinical Project (ACP) Check List

- Select a Chair
- Fill out the Chair Approval Form
- Pick a Committee (at least one additional full-time faculty member)
- Fill out Committee Approval Form
- Register for ACP credits
- Develop final draft of ACP proposal
 - Chapters 1-3 of ACP
- Submit proposal to Chair
 - Chair has 4 weeks to review and provide feedback
- Receive Approval from Chair
- Submit to Committee member
 - Committee Member has 4 weeks to review and provide feedback
- Receive Approval from Committee
- Submit to DFT department assistant to request a defense date
 - Include title of paper and abstract
- Announcement goes out to DFT community
 - Must be sent out 2 weeks prior to defense
- Defend the proposal
- Proposal is approved
- Complete IRB process to begin research
 - Allow College Rep 7-12 business days for review/feedback
 - Allow IRB 30 days for review/feedback
- Receive IRB approval
- Conduct research
- Develop final ACP draft (Chapters 4 and 5)
- Submit final draft to Chair
 - Allow 4 weeks for review and feedback
- Receive Chair approval
- Submit final draft to Committee
 - Allow 4 weeks for review and feedback
- Receive Committee Approval
- Submit to DFT department assistant to request a defense date
 - Include title of paper and abstract
- Announcement goes out to DFT community
 - Must be sent out 2 weeks prior to defense
- Defend ACP
- ACP Approved
- Approved final ACP should be bound
 - Student responsible for associated cost
 - Must provide 3 bound copies

- Register ACP on ProQuest
- Complete final forms with all appropriate signatures