



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 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.

### Institutional Review Board and Human Studies Program

The Institutional Review Board (IRB) is a federally required committee responsible for evaluating research protocols which involve people as research subjects. Protocols involving human subjects are required to be reviewed and approved by an IRB prior to starting the activities. All research proposals that involve human subjects or the University's non-public information to identify or contact research subjects require review and approval by an IRB. Federal guidelines allow for some research to be exempt from IRB review: however, only the Human Studies Program office on behalf of the IRB may grant such exemptions. The Human Studies Program administratively supports the University's three IRBs (Biomedical, Social & Behavioral Sciences, and Cooperative) by processing applications and documents and providing education on the principles of conducting ethical human research.

### Environmental, Health and Safety Office

The Environmental Health and Safety Office (EHSO) ensured safe campus environments through the development and administration of health and safety programs critical to the university experience. Research proposals involving radioactive materials, compressed gas (scuba) diving, certain chemicals and hazardous materials and their disposal are the responsibility of EHSO.

### Institutional Biosafety Committee and Biosafety Program

The Institutional Biosafety Committee (IBC) is a federally required committee responsible for evaluating research protocols which propose the use of biological recombinant material and other biological material including but not limited to microorganisms, biological toxins, cell or tissue samples, and genetically modified animals and plants. Protocols involving these materials are required to be reviewed and approved by the IBC prior to starting the activities. The Biosafety Program administratively supports the IBC by processing all applications and documents, conducting laboratory inspections, and provides training for general laboratory biosafety, biosafety and bloodborne pathogen awareness.

2540 Maile Way, Spalding Hall 353B  
Honolulu, Hawai'i 96822  
Telephone: (808) 956-8544, 956-8500  
Web site: [manoa.hawaii.edu/graduate](http://manoa.hawaii.edu/graduate)

**Institutional Animal Care and Use Committee and Animal Welfare**

The Institutional Animal Care and Use Committee (IACUC) is a federally required committee responsible for evaluating research and instructional protocols which propose the use of vertebrate animals in traditional laboratory, agricultural, and field condition environments. Protocols involving vertebrate animal species are required to be reviewed and approved by the IACUC prior to starting the activities. The Animal Welfare Program administratively supports the IACUC by processing all applications and documents, conducting laboratory inspections, and oversees education requirements for conducting ethical and scientifically sound animal use research and instruction.

**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>

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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: \_\_\_\_\_

YES  NO My research requires approval by one or more of the following: Institutional Review Board (IRB), Environmental Health and Safety Office (EHSO), the Institutional Animal Care and Use Committee (IACUC), and/or the Institutional Biosafety Committee (IBC). If yes, attach a copy of the approval letter(s). Enrollment in Dissertation 700 will not be permitted until such approval is obtained. **certify that I have read and understand the policies and instructions on this form.**

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Obtain approval signatures from the thesis committee:**

By signing below, we certify that we have reviewed and approved 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. **Non-Graduate faculty appointed to a committee must also be approved by Graduate Division. Attach a current curriculum vitae of the non-graduate faculty and justification for committee inclusion.**

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
Language Requirement (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**