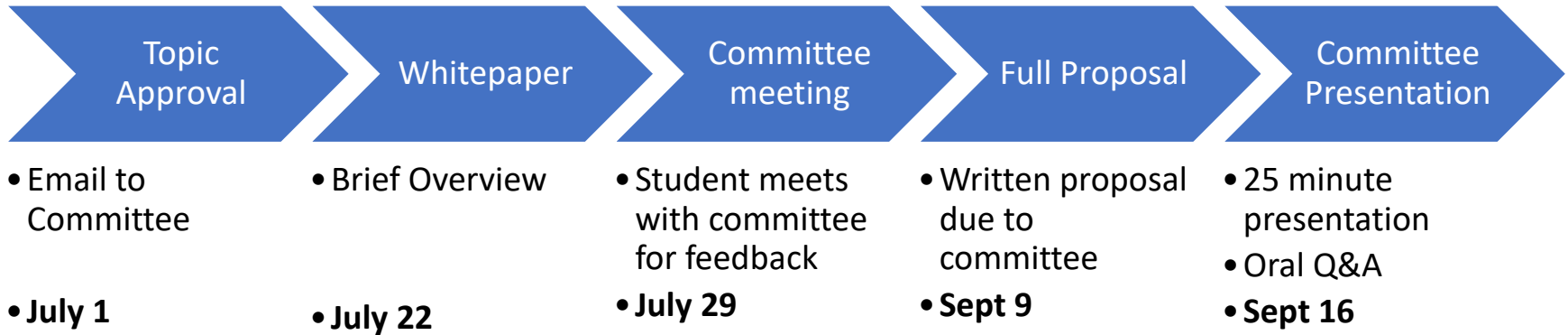


Independent Proposal Process

- Step 1: Week 1 – example dates July 1
 - Email topic to Committee
 - Committee members responds within 1 week (week 2 – July 8)
- Step 2: Week 4 – Example date July 22
 - Student submits whitepaper to committee electronically
 - Student sets meeting time to discuss whitepaper
- Step 3: Week 5 – Example date July 29
 - Student and committee meet to discuss white paper/idea; Full proposal meeting /time set.
- Step 4: Week 11 – Example date September 9
 - Student submits written proposal to committee electronically.
- Step 5: Week 11 – Example date September 16
 - Student presents 25 minute oral presentation to committee.



Details –

- Note that dates given are for illustrative purposes only, and should be considered a maximum gap in time between steps. Committee availability and agreement supersede timeline provided here.
- If a student is asked to revise and resubmit the topic or whitepaper, the timeline adjusts according to the committee's discretion.
- If arranging a committee meeting becomes an issue, the committee chair may elect to rearrange timelines and should notify the entire committee, student, and polymers@usm.edu.
- The Committee Chair and committee determine if any rewrites, additions, corrections, problems, or failure to meet deadlines results in a failure of the proposal. Each student is allowed two attempts to pass the proposal.

Step 1 – Topic

- A topic with simple (2-3 sentence) explanation of your intended proposal can be submitted via https://usmforms.formstack.com/forms/spse_proposal_topic_submission
 - You may submit a small .docx or .pdf file if necessary.
- Submitting a topic starts the timing process.
- Once 3 of 5 faculty have approved the topic, the student may prepare the whitepaper.
- The student should reach out with the following email – “Three committee members have approved this topic. I will submit a whitepaper to the committee on XXXX by close of business (5 pm CST).

Step 2 – The Whitepaper

- The whitepaper should provide a brief overview of your topic that covers gaps in current knowledge, rationale, research questions and aims/goals, and impact of anticipated results.
- Keep the whitepaper to between 2-4 pages.
- There are many examples of whitepapers. For two DoD examples of white papers, see attached pdf files.
- With whitepaper submission, a meeting should also be scheduled for Step 3. Students should schedule this meeting, including a conference room.

Step 3 – Whitepaper feedback/meeting

- Student will schedule, with the committee, a whitepaper meeting. In-person is preferred but virtual can also be utilized.
 - Committee will provide feedback on whitepaper idea. Student should incorporate feedback into full proposal. Examples of feedback could be adjustment of research aims/goals, adjustment of methodology, and incorporation of specific items that need to be addressed for a successful proposal.
 - Committee may notify student to have a brief slide deck (1-3 slides) available.
 - Full proposal date/deadline should be set by committee chair & student at end of meeting.
 - A date, time, and conference room for the proposal presentation to the committee should also be set.

Step 4 – Full Proposal

Step 5 – Committee Presentation

- The full proposal should be prepared according to the guidelines in the current SPSE handbook.
- The document is to be delivered electronically to the committee 1 week prior to the presentation.
- Once a student has passed the proposal, the committee chair notifies Bret Calhoun via email.