

## **The CRP Graduate Review Guidelines and The IRB Certification**

***The Requirements:*** The Graduate Review is an informal meeting with your faculty advisor and another CRP faculty member of your choosing. As a graduate student in Community and Regional Planning, you are required to complete a “Graduate Review” and to take the IRB human subjects training course for social and behavioral research prior to becoming a candidate for the MCRP degree. **This means you must complete the graduate review and take the human subjects training course prior to enrolling in CRP 588 – Thesis/Professional Project preparation or registering for thesis or professional project hours.**

You may take the IRB course anytime. You may schedule the Graduate Review after you have completed 20 credit hours of coursework, so complete both of these tasks as soon as possible so we may help you identify the best way to complete your graduate studies.

***The Intent:*** The Graduate Review meeting is **NOT** a test, and the IRB training course is designed to familiarize you with why an IRB may be required for your Thesis or Professional Project. The graduate review discussion is intended to review your progress in the program and support you in finishing your degree. You’ll review your Program of Studies (POS) showing the courses you’ve taken and the courses you intend to take to complete the program. You’ll also complete a Self Assessment - a questionnaire that is your assessment about your strengths and areas in which you need improvement. Please answer all of the self-assessment questions AND add your comments for each question on the lines below the rating scale. Finally, you’ll discuss your ideas for your thesis or professional project.

***The Schedule:*** It is your responsibility to initiate and schedule the meeting. Together with your advisor and the faculty member schedule a date and time to meet, agree on a place, and complete the IRB training course and paperwork prior to the meeting.

***Required Documents:*** Please bring the following to your Graduate Review:

- 1) Two copies of a one-page description of your proposed thesis or professional project.
- 2) Evidence that you have completed the [IRB training course](#), which may be found here. Bring a copy of the CITI Human Research Curriculum Completion Report.
- 3) Two copies of your Program of Studies (POS). The [POS](#) is available at the office of Graduate Studies web site here.
- 4) Two copies of the [CRP Student Self-Assessment](#). This is available on the SA•P website.

***Submission:*** Your faculty advisors request the documents a week in advance of the meeting. All of the documents are to be turned in to Beth following the Graduate Review. Please contact your faculty advisor or Beth Rowe if you have additional questions.