



### Proposals A and B Guidelines

#### Comprehensive Exam A (Proposal A)

- Must complete by the end of the third year
- Oral exam presentation with accompanying research thesis document
- The document must include the following (5-10 pages in length):
  - Title of your research project
  - Background and Significance/Literature Review
    - What is the problem you are trying to solve?
    - Why is it important?
    - Knowledge gap – What has your own research group and/or other people in this field found or done? What important questions should be addressed, i.e. knowledge gaps?
  - Objectives
    - Research questions to be addressed
    - Hypothesis of your research
    - Goals of your research and specific aims
  - Experimental Approach
    - What approach (or approaches) are you taking to solve the problem?
    - Preliminary data, i.e. what have you done so far?
    - What work are you going to do in the future to complete the project?
    - What contingency plans do you have in case experiments fail?
  - References
    - List of key publications. The referencing style must not change throughout your document. List all authors, titles, journals, years, volumes, pages
  - Timelines
- Closed to general public
- Open to faculty and students
- Must provide proposal document to Committee at least two weeks before the scheduled presentation
- Must provide a presentation title, abstract, date, and time of presentation to the Graduate Student Coordinator ([ChemGradAdvisor@utep.edu](mailto:ChemGradAdvisor@utep.edu)) and notify them of the event two weeks before the scheduled presentation
  - Contact [ChemGradAdvisor@utep.edu](mailto:ChemGradAdvisor@utep.edu) to reserve a room or create a Zoom link (if needed)
- Must turn in the Comprehensive Examination: Part A Completion form to the Graduate Student Coordinator
- Students will have 2 attempts to complete and pass the Comprehensive Exam: Part A. If the student is not able to pass the second attempt, they will be moved to the MS or Graduate Certificate program
  - If the student already has a MS, they will be dismissed from the program



### Comprehensive Exam B (Proposal B)

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- Independent research idea/topic
  - Must seek and obtain approval from all committee members prior to start of writing
    - Must obtain signatures on the Comprehensive Examination B (Proposal B) Topic Approval Form and submit to Graduate Student Coordinator
  - Must demonstrate the topic is sufficiently different from that of their laboratory's research projects
- The document must be in one of the following formats:
  - **NSF standard, single investigator proposal guidelines**
    - [NSF Proposal and Award Policies and Procedures Guide](#)
    - It must include:
      - Project Summary (1 page description, see page 45)
      - Project Description (max 15 pages)
        - Intellectual Merit – encompasses the potential to advance knowledge
        - Broader Impacts – encompasses the potential to benefit society and contribute to the achievement of specific, desired societal outcomes
      - References
      - Biosketch (2 page max) – CV-type document written in NSF specified format
      - Budget Justification (1-2 pages) – Document that breaks down the budget into personnel, consumable supply, instrumentation, travel, etc. categories where dollar amounts are provided for each accompanying justification for the amount requested
  - **NIH – R01 proposal guidelines**
    - [NIH Research Project Grant Program \(R01\)](#) and [NIH Forms F Application Guide](#)
    - It must include:
      - Specific Aims (1 page) – Most important section of the proposal where you define your goals, the importance of the project, and your qualifications to successfully execute the proposed science
      - Research Strategy (max 12 pages)
        - Significance – Explains the importance of the problem or describes the critical barrier to progress in the field that is being addressed
        - Innovation – Explains how the application challenges and seeks to shift current research or clinical practice paradigms
        - Approach – Describes how the research will be carried out
      - Bibliography & References Cited
      - Biosketch ([Template](#))
      - Modular Budget (refer to NIH guidelines)
- Must provide research thesis document to the committee at least two weeks prior to the examination
- Contact [ChemGradAdvisor@utep.edu](mailto:ChemGradAdvisor@utep.edu) at least two weeks in advance to reserve a room or create a Zoom link (if needed)
- Closed to general public, faculty, and students
- The Proposal B Committee Chair must notify [ChemGradAdvisor@utep.edu](mailto:ChemGradAdvisor@utep.edu) of the results (Pass, Conditional Pass, or Fail)
- Once you successfully pass Comprehensive Examination: Part B, submit the [Application for Candidacy Form](#) to Graduate School and notify the Graduate Student Coordinator
  - Once it is approved, you may register for Dissertation (CHEM 6398).
- Students will have 2 attempts to complete and pass the Comprehensive Exam: Part B. If the student is not able to pass the second attempt, they will be moved to the MS or Graduate Certificate program
  - If the student already has a MS, they will be dismissed from the program