

## STEPS REQUIRED TO COMPLETE THE PROJECT

1. Identify an area of interest and review the literature to formulate the problem and methodology. Consult with the advisor during this process.
2. Obtain approval from the WSU Human Investigations Committee/  
Behavioral Sciences Investigations Committee (HIC/BIC) for any research which utilizes data from human subjects. Expect this process to take a minimum of six to eight weeks. Also, this committee may request that you furnish additional justification for the methodology and/or make changes in the methodology which may further delay the process. **NO SUBJECTS MAY BE RECRUITED NOR MAY ANY DATA ON HUMAN SUBJECTS BE COLLECTED UNTIL YOU RECEIVE APPROVAL FROM THE WSU HIC/BIC COMMITTEE.** If the HIC/BIC Committee requires/recommends any changes in the methodology these must be discussed with and approved by the project committee.
3. After receiving approval from your advisor and the HIC/BIC committees (if necessary), complete and submit the form, **Master's Project -- Outline and Record of Approval**. This form requires the advisor's signature. Only after this form has been submitted may you be registered for KHS 7999 credit.
4. Recruit subjects and collect and analyze data, if necessary.
5. Complete first draft of project and make revisions as recommended by the advisor. Repeat as necessary.
6. Write final copy of the project making any changes/additions as may have been stipulated by your advisor.