

Major Research Project (MRP) Procedural Checklist

	No later than the 2nd term of full-time study or 4th term for part-time study submit a Supervisor & Supervisory Committee Approval Form to the Graduate Program in Education Office.
	Students admitted to a graduate diploma, master's degree program or doctoral degree program must maintain continuous registration, including payment of applicable fees, in every fall, winter and summer term up to and including the term in which all requirements for their program of study are successfully completed
	Begin working with your Supervisor on your Major Research Project Proposal. Be sure to consult guidelines of the Graduate Program in Education about preparing the Research Project proposal.
	Your Supervisor must approve the proposal and sign the Proposal Cover form of your Major Research Project Proposal before submitting the proposal to the Graduate Program.
	If your Major Research Project involves human participants, complete: (a) Human Participants Form and (b) any forms required from local school boards or agencies. These processes take time so be prepared for some delays.
	Await approval from the Graduate Program in Education Human Participants Review Committee and from local school boards and agencies as applicable before beginning your research.
	Conduct your research under the supervision of your Supervisor.
	Once your Supervisor decides that your major research project is ready to be evaluated a second reader is contacted. This is done by the supervisor submitting the Second Reader form to the graduate office.
	If the second reader is not a member of the Faculty of Graduate Studies, the second reader must be approved by the graduate program director prior to setting the summative discussion meeting.
	The second reader reviews the major research paper and indicates if it is ready to be evaluated at a summative discussion.
	The Supervisor submits the Scheduling of the Summative Discussion Meeting form to the Graduate Program Office.
	The Supervisor submits the final Research project Discussion Report to the Graduate Program Office and a copy to the students.
	Student submits an electronic approved copy (with title page signed by the supervisor) to gradprogram@edu.yorku.ca
	Apply to graduate by going to www.yorku.ca/mygraduation .

[A copy of all MRP forms can be found here](#)