

**CIST 9970 Research Other than Thesis Permit Form**  
College of Information Science & Technology University  
of Nebraska at Omaha

This form must be completed by any student wishing to enroll in CIST9970 hours. Students may not earn CIST9970 credit once eligible for dissertation hours. Project proposals should be developed collaboratively with an IS&T graduate faculty member. Proposals must be submitted by email to the IT Doctoral Program Committee (DPC) chair and approved by the DPC in order to receive a permit to register. Proposals must be submitted prior to the start of the indicated term—**late proposals will not be reviewed.**

**Student's name (Print):** \_\_\_\_\_

**NU ID:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Academic Term:**      Fall                      Spring      Summer      20\_\_\_\_

**Number of Credit Hours (1-3):** \_\_\_\_\_

Per UNO's credit hour policy, each credit hour must represent AT LEAST 45 HOURS of work by the student during the semester.

**Title of research project:** \_\_\_\_\_

\_\_\_\_\_

**Prepare and attach a proposal for the research project formatted  
per the guidelines on the next page.**

*The attached proposal is an accurate description of the work I expect to complete.*

**Student:** \_\_\_\_\_

Signature

Date

**Supervising Graduate Faculty Member**

*I have developed the attached proposal with the student and agree to supervise the proposed work during the indicated term. I acknowledge I will be responsible for assigning a satisfactory/unsatisfactory outcome at the end of the term.*

Printed Name

Signature

Date

**To be completed by the Doctoral Program Committee:**

Date proposal received:

Doctoral Program Committee action:            Approved            Not Approved

DPC Chair Signature

Date

**Proposal guidelines:**

NOTE: CIST9970 is intended for students to work on research projects and explore questions prior to attaining candidacy in the program. Insofar as all research completed pre-candidacy is considered “non-thesis”, work outlined in a 9970 proposal may or may not ultimately contribute to the students’ dissertation trajectory; it is simply a research project completed prior to the student having a clear dissertation plan in place (e.g., submitted as a pre-proposal during comprehensive exams).

The proposal text should be collaboratively drafted by the student and supervising faculty member, and it **MUST** contain the following sections:

1. Title of the research
2. Description of the research (maximum 2 pages, excluding references if any). Please include a clear problem statement or outline the primary research objectives. Describe the proposed approach you will use to address the problem.
3. Expected results & outcome (maximum 1 page) - Although such information might be implicitly embedded in the description, it is important to explicitly define the expected research deliverables, and explain how these will contribute to overall project outcomes
4. Method of evaluation (maximum 0.5 page) - List the specific criteria for assessing the students’ work to determine a satisfactory/unsatisfactory grade for the course. At a minimum, students are expected to produce one of the following summative artifacts to disseminate a CIST9970 project:
  - a. A term paper formatted as a technical report or data report
  - b. A scholarly manuscript suitable for submission to a high-quality peer reviewed venue
  - c. A public presentation and demonstration of a novel hardware or software system
5. Timetable (maximum 0.5 page) - Include the time table or Gantt chart for the work to be completed during the indicated term. Be sure to indicate expected completion of key project tasks or deliverables. Timelines may not extend beyond finals week of the indicated term.

Evaluation process by the doctoral program committee:

The DPC will evaluate each proposal on its merits as PhD-level independent research. The committee's recommendation will be forwarded to the student and the supervising faculty. A permit will be issued upon approval, but it is the student's responsibility to register for the course. Approvals and permits are strictly limited to the semester indicated in the application. Students failing to register for the indicated term must reapply in a subsequent semester, regardless of prior approval status.

If the proposal is not approved but the committee believes in its merits, the student and supervising faculty member have one week to address the committee concerns and resubmit the proposal for a final evaluation.

Form version: 10/25/2019