

Secondary Advisor for Research Project II Timeline and Process

Spring – Year 3 (during Research Methods and Design course)

- Dr. Aafjes-van Doorn will inform students of the timeline and process for selecting a secondary advisor for their RPII in the Research Methods and Design course
- Students will consult/meet with their primary research advisor to complete the Secondary Advisor Request Form and submit to Dr. Aafjes-van Doorn
- **Latest deadline submission Secondary Advisor Request Form: April 15th**
- April 16th: Dr. Aafjes-van Doorn will assign faculty members to student RPII projects as secondary advisors, based on:
 - Secondary Advisor Request Form submitted by student in collaboration with primary advisor
 - Faculty expertise-interest areas Excel sheet
 - Equitable distribution across faculty (faculty to be the secondary advisor for a maximum of 4 students per faculty member)
- Dr Aafjes-van Doorn will communicate the allocation of secondary advisors to all faculty and students.
- **Latest deadline initial proposal draft: April 15th**
- Dr Aafjes-van Doorn checks and approves the student's draft of the RPII proposal. Once approved, the student has the go-ahead to send the written proposal (together with secondary advisor request form) to the secondary advisor to receive written feedback. Please copy the primary supervisor into this email.
- Secondary advisor to provide written feedback/suggestions by May 1st via email and copy in primary supervisor and Dr Aafjes-van Doorn into the email.
- May 1st until end of the course; Student incorporates feedback from primary and secondary advisor into final revision of the RPII proposal, submitted to Dr. Aafjes-van Doorn as part of course requirements.

Fall – Year 4

- Student consults with primary advisor to set final RPII proposal approval meeting (in person or zoom) with secondary advisor (student to send advisors final RPII proposal one-week in advance of the meeting)
- Student briefly presents the RPII proposal to the primary and secondary advisor during the meeting
- Primary and secondary advisors provide feedback and mandatory/suggested revisions
- Primary advisor is responsible for taking notes during the meeting about mandatory and suggested revisions; after the meeting, primary advisor e-mails the student and secondary advisor with these notes and secondary advisor approves the notes or indicates if anything was missed

Clinical Psychology PsyD Program

- Student incorporates feedback and revisions into final revision; primary advisor responsible for ensuring mandatory revisions completed
- **Deadline for RPII proposal approval meeting is October 15th.**
- **An earlier meeting time in August or September is strongly recommended, so that revisions can still be made and the student won't fail the deadline (i.e. not be able to apply for internship).**

Student Responsibilities

- Consult/meet with primary research advisor about the Secondary Advisor Request Form
- Complete the Secondary Advisor Request Form and submit on CANVAS by deadline (April 15th)
- Complete initial draft of RPII proposal on CANVAS by the deadline (April 15th)
- Request written RPII proposal feedback from secondary advisor, after given approval to do so by Dr. Aafjes-van Doorn (must have received feedback by May 1st)
- E-mail RPII proposal draft to secondary advisor (primary supervisor copied in) together with secondary advisor request form as soon as approved by Dr Aafjes-van Doorn
- Incorporate feedback from meeting into final revision of RPII proposal for Research Methods and Design course
- Consult with primary advisor by Summer/early Fall semester of Year 4 to set RPII proposal approval meeting with secondary advisor prior to October 15th
- E-mail RPII proposal to primary and secondary advisor one-week in advance of approval meeting
- Incorporate feedback and complete mandatory revisions in final revision of RPII proposal before submitting to IRB.