

## **Instructions for RACER II**

### **Deciding on a research project**

Advisors vary on how they work with students to decide on a project for RPII. Some advisors will direct students to focus on a component of a larger study that the advisor is conducting. Alternatively, advisors may encourage students to work in pairs or small groups to develop and carry out projects. Some advisors have access to databases at other institutions, and those institutions may require students to spend time contributing to data collection efforts before the students can use the data for their own research. Finally, advisors may encourage students to develop their own research ideas and collect their own data independently. The data may be quantitative, qualitative, or a mixed-methods approach. As each advisor approaches research differently, it is incumbent on students to ascertain their advisors' expectations and requirements.

Research Project II is often an outgrowth of Research Project I and may take the form of any one of a wide spectrum of possibilities including the following:

- An original quantitative or qualitative empirical study
- A replication of an empirical study
- Development of an instrument
- Evaluation-outcome research (of a program or intervention)
- A case study
- Meta-analysis

Research Project II can be prepared in one of two formats: (1) in four chapters (Introduction, Methods, Results, and Discussion), or (2) at the faculty's discretion, in the format of an APA article. Copies are submitted to the student's research adviser and two outside readers in preparation for the oral examination.

Prior to working on a research project, students must take the [Collaborative Institutional Training Initiative \(CITI\)](#) training program. This web-based course is a mandated educational requirement for Yeshiva faculty and staff who participate in human subject research. It must be completed every 5 years online, and students are required to submit proof of completion to the Psychology Office for Psy.D degree conferral.

### **Proposal for Research Project II & Regard for Ethical Principles Of Psychologists**

After conferring with his/her advisor on the topic and design for the study, students must complete a brief research proposal including Background, Objective, Method, and Analytic Plan. Proposals should be written in APA style. Students complete a draft of their research project proposal in "Research Methods and Design" with Dr. Aafjes-van Doorn (Spring of Year 3), who will also facilitate assignment of your secondary advisor. Students will consult/meet with their primary research advisor to develop ideas for RPII project in accordance with biweekly assignments due for RMD course.

Students will consult/meet with their primary research advisor to complete the Secondary Advisor Request Form, which should be submitted to Dr. Aafjes-van Doorn. The latest deadline for Secondary Advisor Request Form is April 15<sup>th</sup>. Dr. Aafjes-van Doorn will then assign faculty members to student RPII projects as secondary advisors.

The latest deadline for the initial proposal draft is April 15<sup>th</sup>. 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. The secondary advisor will provide written feedback/suggestions by May 1st via email and will copy in your primary advisor and Dr. Aafjes-van Doorn. Students must then incorporate feedback from their primary and secondary advisors into a revised RPII proposal, which is submitted to Dr. Aafjes-van Doorn as part of course requirements. A revised proposal must be submitted to students' research advisor by 11:59 pm on June 15th of third year.

During the Summer/Fall of year 4 students consult with their primary advisor to set a final RPII proposal approval meeting (in person or zoom) with their secondary advisor. Students must send their advisors the final RPII proposal one week in advance of the meeting. Students briefly present the RPII proposal to the primary and secondary advisors during the meeting. Primary and secondary advisors provide feedback and mandatory/suggested revisions. Student incorporate feedback and revisions into a final revision. The deadline for the 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). After meeting with primary and secondary advisors, submit "RP2 Proposal Signoff" form under Research Project Forms on the CSR Page to Dawn Basnight in Psychology Office.

After the proposal is approved, students must submit the finalized research project proposal to Western IRB. This can be done through the [WCG IRB](#) website and students should review the ["How-to for IRB Submission on Connexus."](#) Students must use their Ferkauf email addresses to register for both CITI and Connexus, as CITI training completion is required before IRB submission. Students must upload documents related to their research project such as the final proposal (protocol), consent forms, information sheets, advertisements/flyers, and CV for the PI directly onto the website. The student's submission requires sign-off by the Principal Investigator (the student's research advisor). Once the submission is received by the IRB, the student will be notified via email of approval or requests for additional information or revisions. The IRB application must be turned in early enough so that it is approved before the end of the student's fourth year.

**The timeline for Research Project II is below:**

First draft of Proposal	April 15 <sup>th</sup> of 3 <sup>rd</sup> Year
Secondary Research Advisor Form	April 15 <sup>th</sup> of 3 <sup>rd</sup> Year

Work on revisions and submit to Dr. Aajfes-van Doorn for RDM course requirements	May 1- end of RDM course
Revised Proposal	June 15 <sup>th</sup> of 3 <sup>rd</sup> Year
Proposal Meeting	Oct 15 <sup>th</sup> of 4 <sup>th</sup> Year
IRB Application	End of fall semester

**Note:** Starting in the Spring of 4<sup>th</sup> year, students must register for the RP2 extension course each semester until the defense.

#### Collaborating with the research adviser

Students should work with their advisers to develop a productive collaboration. Advisers differ as to how they approach working with students on projects; students need to take the initiative to make sure they understand their adviser's approach and to communicate clearly and respectfully if they have questions about this approach.

If students are working with a research adviser who is not on the faculty at Ferkauf, then they should use the Outside Research Supervisor Agreement form (included in Appendix IV) to set the terms of the relationship between the outside adviser and the chair of the RPII. It is the student's responsibility to ensure that the research project meets all Ferkauf requirements and that there is clear communication between the student, the outside adviser, and the chair.

Students should take responsibility for their research projects. The adviser will provide guidance, but the student is expected to make progress independently without constant supervision. At times, students may feel reluctant to contact their advisers because they feel that they have not made sufficient progress. These are the times when it is *most* important to contact the adviser. Avoiding one's adviser only makes the situation worse and prevents the adviser from providing assistance. Clear and consistent communication is essential for completing projects successfully.

Students should discuss with their advisers how much time advisers need to provide feedback on drafts of the RPI and RPII. It is neither realistic nor fair for a student to spend months producing a draft, and then expect the adviser to provide feedback immediately. Students are responsible for knowing the deadlines for their projects and for submitting drafts to their advisers well in advance of those deadlines. Students should be prepared for *multiple* rounds of revisions for the RPI and the RPII.

#### **Authorship**

Because both the RPI and RPII are developed in collaboration with the research adviser, the research adviser is *always* an author on any presentation or publication that comes from these projects.

The order of authorship should reflect the scientific contributions of the authors to the project. When a publication is substantially based on a student's work, then the student should be first author and the adviser a co-author. Any fellow students who also

contributed to the project may also be included as co-authors, depending on the nature and extent of their contributions. However, if a project is substantially based on the adviser's work (e.g., the project is a small component of a larger project of the adviser's, or the idea for the project was the adviser's), or if the student fails to take a leading role in preparing a project for publication (e.g., the adviser has to rewrite the paper to make it suitable for publication), then it is appropriate for the adviser to be first author.

Students should discuss order of authorship with their advisers at an early stage in the development of a project, and discussion should continue throughout the project in case changes in relative contributions occur.

### **Final Submission & Oral Examination**

Students must submit the "Research Project II Approval" and "Research Project II Cover/Title Page" (available on the CSR page) to Dawn Basnight in the Psychology Office. Students who plan to defend must schedule their oral defense with the Psychology Office at least 2 weeks in advance of their oral defense date. Students who plan to graduate should schedule their oral defense early enough to have time to work on revisions and submit their research project/dissertation before the degree date. The Oral Examination is usually a one-hour duration during which the candidate is expected to give a brief presentation. The student is then examined by committee chair and two additional readers. If a reader is not affiliated with YU or Einstein, students submit a "Request for Dissertation Reader" form to the Psychology Office for it to be approved by the program director and Dean. If the student has passed, the adviser and the readers sign the appropriate forms (Report on Oral Defense of Research Project, 3 copies of Examiner's Report on Oral Defense for chair and committee members). They are submitted to the Psychology Office for recording in the student's folder and sent to the Registrar. The chair of your committee and the two committee members will evaluate your RP II and the oral defense using RACER-II. See RACER II for specific scoring instructions.

Students may be allowed to walk in graduation if they have received a grade of Low Pass or above. If a failing grade is received on any domain, the defense must be held again. If major revisions are required after the defense, these revisions need to be completed and approved before s/he can graduate. If major revisions are required, these revisions need to be submitted to all three readers at least 8 weeks before the graduation date. If minor revisions are still due after that, these need to be made at least 4 weeks before the graduation date. All final changes would need to be approved by the research advisor at least 1 week before the graduation date. A final approved draft of the RP II must be submitted to the registrar 1 week prior to the graduation date. If minor revisions are required after the defense, these revisions need to be made and approved before s/he can graduate. The revisions need to be made at least 4 weeks before the graduation date. If minor revisions are required, only the advisor must read and approve the revised document, using the Committee Acceptance of Revisions form. All final changes would

need to be approved by the research advisor at least 1 week before the graduation date. A final approved draft of the RP II must be submitted to the registrar 1 week prior to the graduation date. Thus, it is in the student's best interest to submit revisions well in advance of the 8-week before graduation deadline for major revisions and 4-week before graduation deadline for minor revisions in case further revisions are required to avoid missing the graduation date.