Adult Clinical Psychology, Psy.D Program
Research and Degree Requirements

Research Project I & MA Degree Procedures

Research Project I

Students must write a comprehensive literature review (Research Project I; RPI) on a topic approved by the research advisor in order to meet the requirements for Research Competency I. The student must submit an outline for the RPI no later than June 1st of his/her second year in the program, which must be approved by the research advisor. Based on feedback on the outline, a complete draft of the RPI must be written and turned in by September 1st of the student's third year. All RPI documents must adhere to APA Style. Over the course of the third year, the student and advisor will work together on the editing process to ensure that a final draft of the RPI is turned in no later than December 15th of the student's third year. Each student must submit a final draft of their Research Project I together with the Research Competency Evaluation Rating Scale I (RACER I) to their research advisor in both hard copy and electronic copy through email. The final draft must then be rated, using the RACER I form by the RPI advisor. If revisions are required (see RACER I for specific instructions), they must be completed by September 1st of the student's fourth year. If the document earns a failing grade after the second submission, another faculty member will read it. If s/he agrees with the failing grade, the student may be dismissed from the program.

RPI Deadlines:

RPI Outline to research advisor	11:59 pm on June 1 of 2nd Year
First Draft of RPI to research advisor	11:59 pm on September 1 of 3rd Year
Final Draft of RPI to research advisor	11:59 pm on December 15 of 3rd Year
Revisions to research advisor if needed	11:59 pm on September 1st of 4th Year

Research Competency I is achieved when students satisfactorily pass Research Seminar I and II, Research Methods and Design, Statistics, and successful completion of Research Project I as evaluated by RACER I (must achieve pass or high pass).

Instructions for MA Degree Application

You will be eligible to receive your Masters Diploma if (1) you are in good standing, (2) have successfully completed your first two years of academic coursework, (3) have successfully completed Research Project I and successfully passed Research Competency I and, (4) have successfully passed Assessment Competency I and II. The following are the procedures you need to follow in order to receive your master's diploma.

To have the M.A. degree conferred, you will need to do the following after *final draft* has been approved by research advisor:
1) Submit Research Project I Approval Form under *Research Project Forms* on CSR Page to **Dawn Basnight in Psychology Office.**

      a. This must be signed by your research advisor
      b. Dawn will obtain program director's signature.

2) Submit Research Project I Cover/Title Page (see template under *Research Project Forms* on CSR Page) to **Dawn Basnight in Psychology Office.**
      a. This must be signed by your research advisor.
      b. You do not need to submit entire hard copy of RPI. Only cover page is needed.

3) Obtain Application for Graduation from Registrar's Office and submit to **Registrar's Office** with completed information. Deadlines vary by graduation dates – refer to Academic Calendar for respective year's dates (see below). The registrar's application form may list different deadlines, as their form is used across all YU campuses.

4) Submit the (i) MA Degree Checklist and (ii) MA Degree Completion Forms to **Dawn Basnight in Psychology Office**. They can be found in "M.A. Forms – Cohort 2017-2022 and beyond" under *Graduation Materials* on CSR Page. Deadlines vary by graduation dates – refer to Academic Calendar for respective year's dates (see table below).
      a. Complete MA Degree Checklist to indicate what classes you took in what semester, which must add up to 57 credits. Use transcript on MyYU to help you.
      b. Obtain signatures from the following for MA Degree Completion Form
          i. Academic Advisor, who will attest to whether you completed your requirements without Incomplete grades and are in good standing.
          ii. Research Advisor, who will attest to whether you have submitted a final draft for your Research Project I and Competencies.

Once Ms. Basnight collects the two forms, she will give them to Dr. McGinn to sign and then she can clear you for receiving your master's diploma. Please note that unless Dr. McGinn has signed off on the MA Degree Completion form, she will not be able to sign off on the registrar's form, indicating that you have the requisite permission to receive your MA degree.

Deadlines for MA Forms

Intended Graduation Date	Submit Application to Registrar's Office** by	Submit MA Degree Checklist & MA Degree Completion Form to Psychology Office* by
January 31	November 5	January 1
June 30	March 1	June 1
August 31	March 1	August 1
September 30	March 1	September 1
*Submit this form as soon as possible, but by no later than the listed deadlines. Obtain all necessary signatures on the Degree Completion Form EXCEPT Dr. McGinn's.		
**These dates can change, so please check the academic calendar for the year in question.		

Research Project II & PsyD Degree Procedures

<u>Research Project II Proposal</u>

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 adviser is conducting. Alternatively, advisors may encourage students to work in pairs or small groups to develop and carry out projects. Some advisers 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

1) Complete draft of research project proposal in "Research Methods and Design" with Dr. Aafjes-van Doorn (Spring of Year 3), who will facilitate the assignment of your secondary advisor. Please read below for Secondary Advisor Timeline and Process.
   a. Students will consult/meet with their primary research advisor to complete the Secondary Advisor Request Form and submit to Dr. Aafjes-van Doorn
      i. Latest deadline for Secondary Advisor Request Form: **April 15th**
   b. **April 16th**: Dr. Aafjes-van Doorn will assign faculty members to student RPII projects as secondary advisors, based on:
      i. Secondary Advisor Request Form submitted by student in collaboration with primary advisor
      ii. Faculty expertise-interest areas Excel sheet
      iii. Equitable distribution across faculty (faculty to be the secondary advisor for a maximum of 4 students per faculty member)
   c. Dr. Aafjes-van Doorn will communicate the allocation of secondary advisors to all faculty and students.
   d. Latest deadline for initial proposal draft: **April 15th**
   e. 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.

f. 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.

g. **May 1st until end of the course**: Student incorporates feedback from primary and secondary advisor into revision of the RPII proposal, submitted to Dr. Aafjes-van Doorn as part of course requirements.

2) Submit revised proposal to research advisor by 11:59 pm on June 15 of 3rd Year and work on additional revisions with primary and secondary advisors if needed.

3) Summer/Fall – Year 4: Student consults with primary advisor to set final RPII proposal approval meeting (in person or zoom) with secondary advisor. Student is asked to send advisors final RPII proposal one week in advance of the meeting.

4) 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 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. Student incorporates feedback and revisions into final revision; primary advisor is responsible for ensuring mandatory revisions completed.

5) 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).

6) After meeting with primary and secondary advisors, submit "RP2 Proposal Signoff" form under Research Project Forms on CSR Page to **Dawn Basnight in Psychology Office**.
   a. Obtain signatures from primary and secondary advisors.
   b. Dawn will obtain program director's signature.
   c. Dawn will scan a copy to student for their records and Dr. Schumpf for externship/internship purposes.

7) Submit finalized research project proposal to Western IRB. See below for procedures.
   a. Earn CITI certifications: Prior to working on a research project, students and faculty 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.
      i. Add "Albert Einstein College of Medicine" as an institution
      ii. Complete the following courses:
         1. CITI Basic Course
         2. Social & Behavioral Research
         3. SBR for Students (YC, Stern…Ferkauf, Wurzweiler and Azrieli)

b. Apply for IRB approval: this can be done through the Connexus 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 into 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.

    i. How to register and navigate Connexus quick guide

    ii. How-to for completion of IRB submission on Connexus (PDF)

    iii. Additional tips for the Initial Review Submission Form:
   1. Always select Western IRB (WIRB) as Destination IRB
   2. Submission Type: "New Protocol and Principal Investigator (PI) (Combined Submission)"
   3. IRB Determinations: Select "Yes" for both
   4. Contacts: List everyone who needs to receive emails about the study and the approval letter
   5. Billing Information: List the **Purchase Order # P0254486**
   6. Institutional Services: Select "Yes" then enter **Yeshiva University, WIRB Institution #127265**
   7. Research Team Training: Select "Yes" as long as everyone has completed CITI training. You don't have to upload the certifications with your submission. Selecting "Yes" will suffice.
   8. Select "No" for the question "Does a local IRB have jurisdiction over research over any of the above locations?"

    iv. IRB Representative for Yeshiva:
   1. **Jon Gellert, CIP | Account Manager, Institutions**
      a. Office: 1 800.562.4789
      b. Direct Line: 1 360.570.1309
      c. Cell: 1 253.256.9371
      d. **jgellert@wirb.com | www.wirb.com**

RPII Proposal Deadlines:

First draft of Proposal	April 15th of 3rd Year
Secondary Research Advisor Form	April 15th of 3rd 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 of 3rd Year
Proposal Meeting	Oct 15 of 4th Year
IRB Application	End of fall semester/Oct 1-25 of 4th Year

Research Project II Draft Submissions
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 format of an APA article. Please note that the total time from submission of the first draft of RPII to the advisor to submission of final project to the Psychology Office is about 6 months. Below are sample timelines based on the following assumptions:

a) Faculty members provide feedback on each draft within about 3 weeks (except for the revisions following the oral defense; these should be completed more quickly).
b) Students spend about 3 weeks on each complete draft of the RPII.
c) Students should be mindful that advisors may have different timelines they follow and should take into account their advisors' and their own vacations.
d) Students who wait until close to a graduation deadline to defend will likely find that their advisor and readers need *more* time than usual to provide feedback because they are working with multiple students trying to meet the deadline.

RPII Sample Timelines

	Sept 30 Graduation	Jan 31 Graduation	June 30 Graduation	Aug 31 Graduation
First draft to advisor	April 10	August 10	Jan 10	Feb 15
Feedback from advisor	May 1	Sept 1	Feb 1	March 10
Second draft to advisor	May 20	Sept 20	Feb 20	April 1
Feedback from advisor	June 10	Oct 10	March 10	April 20
Third draft to advisor	June 30	Oct 31	March 31	May 10
Feedback from advisor	July 20	Nov 20	April 20	June 1
Fourth draft to advisor	Aug 10	Dec 10	May 10	June 20
Advisor approves sending to readers (readers need to receive paper at least 2 weeks prior to defense)	Aug 31	Dec 31	May 31	July 15
Defense	Sept 15	Jan 15	June 15	Aug 5
Revision (based on feedback at orals) to advisor	Sept 20	Jan 20	June 20	Aug 10

Advisor approves final version; submit to Psych Office	Sept 25	Jan 25	June 25	Aug 15

Final Submission of RPII and Scheduling Oral Defense

1) Submit "Research Project II Approval" under Research Project Forms on CSR Page to **Dawn Basnight in Psychology Office**.
   a. Student may complete this form in advance, but this is also provided when the student is scheduling oral defense.
   b. This must be signed by your research advisor.
   c. Dawn will obtain program director's signature.

2) Submit "Research Project II Cover/Title Page" (see template under Research Project Forms on CSR Page) to **Dawn Basnight in Psychology Office**.
   a. This must be signed by your research advisor.
   b. You do not need to submit entire hard copy of RPII. Only cover page is needed.

3) Students who plan to defend must schedule their oral defense with the Psychology Office **at least 4 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.

4) The Oral Examination is usually a one-hour duration during which the candidate is expected to give a brief presentation. He/she is then examined by your committee chair and two additional readers. If the student has passed, the adviser and the readers sign the appropriate forms at the oral. This is submitted to the Psychology Office for recording in the student's folder and then sent to the Office of the Registrar. The chair of your committee and the two readers will evaluate your RP II and the oral defense using RACER-II. If revisions are required, the student must complete them before s/he can graduate (students may be allowed to walk in graduation as long as they have received a grade of low pass or above). See RACER II for specific scoring instructions. If minor revisions are required, only the adviser must read and approve the revised document. If major revisions are required, all readers must read and approve the document. If a failing grade is received on any domain, the defense must be held again.

RPII & Oral Defense Deadlines:

Schedule defense with Psychology Office	1 month before defense date
Final RPII draft	3 hard copies submitted two weeks before defense date
Oral Defense	At least two weeks before graduation date
Revised final RPII draft	Within 6 weeks after defense
Approved final RPII draft	Submitted to registrar prior to degree conferral

Research Competency II is achieved when students pass Integrating Research and Clinical Practice, Data Analysis or Qualitative Research, and Research Project II with oral defense as evaluated by RACER II (must achieve pass or high pass).

Instructions for PsyD Degree Application

To have the Psy.D degree conferred, you must also do the following:

1) Obtain Application for Graduation from Registrar's Office and submit to **Registrar's Office** with completed information. Deadlines vary by graduation dates – refer to Academic Calendar for respective year's dates (see below). The registrar's application form may list different deadlines, as their form is used across all YU campuses.

2) Submit the following materials to **Dawn Basnight in Psychology Office**. Deadlines vary by graduation dates (see below).

   a. Psy.D Degree Completion in "Psy.D Forms" on CSR Page with signatures from (instructions for obtaining signatures on pages 10-11, except for Dr. McGinn's):
      i. Student
      ii. Academic Advisor
      iii. Research Advisor
      iv. Director of Externship and Internship Training (Dr. Jamie Schumpf)
      v. Psychology Office (Dawn Basnight)
      vi. Director of Program (Dr. Lata K. McGinn) – **this is obtained by Dawn**
   b. Copy of final Graduation Checklist
   c. Copy of unofficial transcript
   d. Two CDs or flash drives containing items 1-6 (see below for item list)

3) Submit third CD or flash drive containing items 1-12 to research advisor.

Items to Submit:

1) Final copy of Research Project I
2) CITI Training Certificate
3) IRB Approval
4) In-House Proposal approved by Research Advisor
5) Final copy of Research Project II (with revisions after oral defense)
6) Reference list in APA style containing all posters, presentations, publications coming out of your Research Project I or II with all co-authors listed
7) Copies of all questionnaires used in the study
8) SPSS file containing raw data
9) Outputs of data analyses
10) Powerpoint presentations, handouts, posters, abstracts for symposia etc. coming out of your Research Project I or II
11) PDFs of all publications coming out of your Research Project I or II
12) Copies of all articles, chapters, etc. used in Research Project I and II

Once Ms. Basnight collects all the forms, she will give them to sign and then Dr. McGinn can clear you for graduation. Please note that unless Dr. McGinn has signed off on the PsyD Degree Completion form, she will not be able to sign off on the registrar's graduation form, indicating that you have the requisite permission to receive your diploma.

Deadlines for Psy.D Forms

Intended Graduation Date	Submit Application to Registrar's Office** by	Submit Psy.D Degree Completion Form, Final Graduation Checklist, Unofficial Transcript, & 2 CDs/Flash Drives to Psychology Office* by
January 31	November 5	January 1
June 30	March 1	June 1
August 31	March 1	August 1
September 30	March 1	September 1
*Submit this form as soon as possible, but by no later than the listed deadlines. Obtain all necessary signatures on the Degree Completion Form EXCEPT Dr. McGinn's.		
**These dates can change, so please check the academic calendar for the year in question.		

*How to Obtain Signatures for PsyD Degree Completion Form:
1. Successful Completion of all Graduation Requirements (student): Students must read through and fill in all the dates required throughout the form and sign to indicate that they have completed all requirements for the PsyD degree.

        a. Successful Completion of Academic Requirements:
- Students should make sure they have taken all required courses, and that they have completed 116 credits.
- Students should make sure all Incompletes and other grades are resolved before obtaining their academic adviser's signature.
- Students will have to submit an unofficial copy of their transcript and their completed graduation checklist to their academic adviser as proof of completion of all required coursework.
- Please note that if students have not finished all required and elective courses totaling 116 credits, they will not be able to graduate.

        b. Successful Completion of Research Requirements:
- Students should make sure they have successfully completed their Research Project I, Research Project II, oral defense and all changes required by their oral defense committee on Research Project II.

        c. Successful Completion of Clinical Training Requirements:
- Students should make sure they have successfully completed two years of externship training and two years of in-house training at the Parnes Clinic.

2. Successful Completion of Academic Requirements (Academic Adviser): After you have signed the form and filled out all the dates, please go to your academic adviser with a copy of your graduation checklist and your graduation checklist. Your academic adviser will review your transcript and graduation checklist and then sign off on the appropriate place in the form. Please be aware that in your fifth year and beyond, your research adviser becomes your academic adviser as well.

3. Successful Completion of Research Requirements (Research Adviser): After you have obtained your academic adviser's signature, please obtain your research adviser's signature.
- Your research adviser will sign off only after you have successfully completed RP I, your oral defense, and the final Research Project II (including all changes required by the oral defense committee), and after all you have successfully submitted the CD containing the items 1-12.
- Please note that if you do not have e-copies of this, the materials will have to be scanned in.

4. Successful Completion of External Clinical Training Requirements (Director of Externship and Internship Training): The successful completion of your in-house clinical training

requirements (assessment and therapy) will be reviewed by your academic adviser as they will be reflected in your transcript. Please get this section of the form signed by Dr. Schumpf.

- The Director of Externship and Internship training will determine if you have successfully completed your field training requirements (two externships and an internship).
- It is your responsibility to make sure that Dr. Schumpf has received all your attestation forms, mid-year evaluations and end of year evaluations from all your externships and internship sites.
- Please make sure to check-in with Dr. Schumpf and your Externship and Internship supervisors about attestation forms and evaluations that must be handed in before Dr. Schumpf can change the grade for internship and sign off on the form.
- Please note that we cannot permit you to graduate until we received all signed attestation forms and evaluation forms indicating have completed your externship and internship hours and your signed attestation form has been handed to Dr. Schumpf. If any material is missing, she will not be able to sign off on your PsyD Degree Completion form.
- Please also not that if your internship is not completed until end of August, you will not be able to receive a June degree. If you have successfully completed your oral defense, and the only remaining requirement is your internship, you will be permitted to attend commencement ceremonies in May but will not receive your degree until June 30th or September 30th depending on when your internship ends and when we receive signed attestation forms and end of year evaluation forms from your internship attesting that you have successfully completed your internship.
- Dr. Schumpf will sign the field clinical training portion of your PsyD Degree Completion form when all materials have been submitted.