Instructions for RACER II

Deciding on a research project
Advisers vary on how they work with students to decide on a project for RPII. Some advisers will direct students to focus on a component of a larger study that the adviser is conducting. Alternatively, advisers 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, advisers 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 adviser approaches research differently, it is incumbent on students to ascertain their advisers' expectations and requirements.

Prior to working on a research project, students and faculty must take the Collaborative Institutional Training Initiative (CITI) computer-based training program. This web-based course is a mandated educational requirement for Einstein 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.

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.

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

After conferring with his/her adviser on the topic and design for the study, students must complete a brief research proposal including Background, Objective, Method, and Analytic Plan. The research proposal must be submitted to Dr. Arsenio and the research adviser no later than June 15th of the student's third year. The student and his/her adviser must then meet with Dr. Arsenio to review the RPII proposal. This one-hour proposal review meeting will provide the student an opportunity to receive feedback on his/her idea and to ask questions. This meeting must occur by the end of first semester of the student's fourth year. The student is expected to incorporate feedback from the proposal review meeting into his/her RPII, therefore it is advised that this meeting occur before

data collection begins. In situations where Dr. Arsenio is not familiar with the topic area and/or with the methodology proposed, he may ask another faculty member to review the proposal.

After the proposal is approved, the student must apply for IRB approval. This can be done through the Integrated Research Information Systems (IRIS) website and students should review the online overview of the IRB process prior to submitting their proposals. Students must use their official Ferkauf email addresses to register for both CITI and iRIS and should link these two accounts as CITI training completion is required before IRB submission. Students can upload documents related to their research project such as the proposal, consent forms, and flyers directly into the iRIS site. The student's submission requires sign-off by both the Principal Investigator (the student's research advisor) and the Ferkauf representative to the IRB (Dr. Roee Holtzer) which can be requested through the iRIS site

The IRB application must be turned in early enough so that it is approved before the end of the student's fourth year. Students must confer with their research adviser to determine which other faculty to invite to be RPII readers. The faculty adviser will then invite the other faculty to participate. The student must submit the final draft of his/her RPII at least two weeks before the defense date. The defense must occur at least two weeks before the student plans to graduate. The committee chair and two Readers will complete the RACER II following the defense. 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 has to 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.

The timeline for Research Project II is below:

Research Project II	
Written Proposal	Submitted June 15th of third year
Proposal meeting	September 1st of fourth year
IRB application	IRB submission by end of fall semester fourth year
Complete paperwork and book room for defense	One month before defense date
Final draft	Three hard copies submitted two weeks before Defense Date
Oral Defense	On or before last day of classes fifth year. Report on Oral Defense must be signed by Oral Examination Sponsor
Revised final draft	Submitted within six weeks after defense
Approved final draft	Submitted to registrar prior to degree conferral. Research Project II Approval must be signed by Program Director and Research Advisor.

Written Proposals

Proposals should be written in APA style.

> **Note:** Our curriculum sequence requires that students register for Research Project II in the spring semester of their fourth year. Once officially registered for Research Project II, there is a fee for a three-credit course, every semester, until the defense. Registration is not automatically assumed. Therefore, you must register for Research Project II each and every semester until you defend.

• If students defend before the start of the semester, they will not need to pay for that semester. If they don't meet this deadline they will have to register for research.

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.

Oral Examination

After the student submits three copies of Research Project II and three copies of the RACER II to his/her research adviser, the adviser then selects two readers to participate in the oral examination. The readers are selected by the adviser from full-time and adjunct faculty. Under certain circumstances, the Office of the Dean may approve someone other than full-time and adjunct faculty if the particular area under investigation is such that an outside opinion would be indicated. The Psychology Office is advised of the readers and the time and date of the defense, normally at least three weeks hence. The student then completes **Form PsyD 03.** It is the student's responsibility to schedule the defense with the Psychology Office.

The Oral Examination is usually of one hour duration during which the candidate is expected to give a brief presentation. He/she is then examined by all three persons. If the student has passed, the adviser and the readers sign the appropriate form **(Registrar's Form D30)** 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.

Before the degree can be awarded, the candidate must include all requested revisions and submit two disks with the document to the Psychology Office. In addition, a CD with additional items must be submitted to research advisor.