M.S. in DATA ANALYSIS AND VISUALIZATION
Thesis & Capstone Proposal Cover Sheet
Title, Prospectus, & Bibliography Form

A 3 to 4-page prospectus is due by the last day of the Add/Drop period during the semester for which you register for thesis or capstone advisement. See the current academic calendar and list of dates below for more information about deadlines.

1. Your Name: **Seth Schimmel**

2. Your DH Focus Area: **MS DATA ANALYSIS AND VISUALIZATION**

3. Provisional Title of Your Thesis or Capstone Project: **Public Innovations Explorer: a geo-spatial and linked-data tool for exploring publicly funded innovation research in the United States, 2008-2018**

4. Choose One: ❑   Thesis   ⊠ **Capstone Project**

5. Name of Your Thesis or Capstone Project Adviser: **TBD**

6. Adviser's Primary Email and Telephone Number: **TBD**

7. Does your research involve human subjects? **NO**

    If yes, then you may need to seek IRB (Integrated Institutional Review Boards) approval before you begin your research. Please see **page 2** of this form for further information about the IRB submission and approval process.

8. Please attach a three to four-page ***prospectus*** of your thesis or capstone project (between 900 and 1200 words). This prospectus should include the following:
    A. A short explanation of what need the capstone or thesis will address, the intended audience, and the way in which your project will meet the needs of its intended audience.
    B. An environmental scan or survey of the literature that considers what other similar projects exist, and how this project either complements, builds from, revises, or contradicts that work.
    C. A brief description of resources you have at your disposal that you will use as you develop your capstone (workshops, literature, hosting space, etc) and what resources are needed to complete your work.
    D. A work plan for completing your project. [ie. Remember that a work plan includes the list of tasks to be completed, the person responsible for completing it, and the date by which it should be completed. (Capstone / thesis deadlines, can be found on the program's website at http://gc.cuny.edu/dh).]
    E. For any projects that collect, store, analyze, or share data, include one paragraph demonstrating what precautions with regard to the ethical use and privacy protection of project data. You may consider using the following framework: http://deon.drivendata.org/.
    F. A one-paragraph data management plan overview. For more information about developing data management plans, please visit the library's website (https://libguides.gc.cuny.edu/datamgmt). We also recommend that you consider how you will submit your project to the library upon completion. Information about this process can be found on the library's website: https://libguides.gc.cuny.edu/dissertations/online_digital_component_deposits.
    G. The Thesis / Capstone Prospectus must be approved by the M.A. in Digital Humanities Director.

9 . In addition, please provide a one to two-page ***bibliography*** with at least 15 citations of primary and secondary sources upon which you expect to draw in writing your thesis or creating your capstone or thesis.
    *   Please follow the format that you expect to use in preparing the final version of your bibliography for your thesis or your white paper, indicating whether you are following the University of Chicago *Manual of Style*, MLA, APA, or another recognized citation format.

10. Finally, if you are doing a digital capstone project, please consult with Stephen Klein (sklein@gc.cuny.edu) in the library about archiving and the sustainability of the project. Include a description of the outcome of this conversation.

[For deadlines and signatures, continue on page 2.]

Timeline for Thesis / Capstone Submission

Semester of Enrollment for Thesis or Capstone Advisement	Prospectus due to MA Director	Advisor-Approved Thesis or Capstone due to MA Director	Library Deposit (See **library website** for exact date)	Degree Conferred (See **library website** for exact date)
Fall term	End of Drop/Add for Fall term*	January 10	End of January	Beginning of February
Spring term (Degree conferred in May)	End of Drop/Add for Spring term*	April 10	End of April/ beginning of May	End of May
Spring term (Degree conferred in October)	End of Drop/Add for Spring term*	August 25	Mid-September	End of September

*Drop/Add ends three weeks after the beginning of the term.

Signed (Your signature): _____

Signed (Your Adviser's Signature): _____

Date:

Human Subjects Research and IRB Approval

The **CUNY Human Research Protection Program (HRPP)** is responsible for the protection of the rights and welfare of human subjects in research projects conducted at CUNY or by CUNY faculty, staff and students and RF CUNY staff. The program provides oversight, administrative support and educational training to ensure that CUNY research complies with federal and State regulations, University policy and the highest ethical standards. The CUNY HRPP comprises of 5 University Integrated Institutional Review Boards (IRBs) and 19 on-site HRPP offices.

CUNY HRPP or IRB review is required when ALL of the following criteria are met:

1. The investigator is conducting research or clinical investigation;
2. The proposed research or clinical investigation involves human subjects; AND
3. CUNY is engaged in the research or clinical investigation involving human subjects.

Research protocols that meet ALL of the above criteria must be submitted using the electronic submission system (http://ideate.cuny.edu) to the HRPP office at the CUNY campus with which the faculty member or faculty advisor for student research protocols is primarily affiliated.

HRPP policies, procedures and guidelines are available here: http://www2.cuny.edu/research/research-compliance/human-research-protection-program-hrpp/hrpp-policies-procedures/

The Office for Human Research Protections (OHRP) regulations are available here: http://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html

For faculty and students of faculty who are primarily affiliated with the Graduate Center, please visit the GC HRPP website at: www.gc.cuny.edu/hrpp

White Paper Reminder

Please remember to share with your advisor that the library has additional requirements for the submission of a digital capstone project that should be incorporated into your white paper as needed. A detailed description of the required fields (as they apply to your capstone project) can be found on the library website here: https://libguides.gc.cuny.edu/ld.php?content_id=44359564.)