Milestone 1: Annotated Outline and Abstract

* 1. – Read literature, organize notes about articles using Excel or another method
     1. – Write about ½ page of notes for each article read
     2. – Note important concepts, theories, measures, manipulations, covariates
     3. – Meet with advisor regularly to discuss insights, questions, and progress
  2. – Identify major themes and concepts among articles
  3. – Consider connections between concepts and draft research question(s)
  4. – Meet with advisor to discuss research question(s)
     1. – Create general outline
     2. – Identify possible committee members **if preparing for thesis**
  5. – Develop outline; add details and subsections; consider order of concepts for lit. review
  6. – Use outline to organize article notes; Create annotated outline
  7. – Use outline and research question(s) (or hypotheses) to write abstract
  8. – Send draft of annotated outline and abstract to advisor
  9. – Revise outline and abstract with advisor feedback

Milestone 2: Literature Review

2.1 – Use notes from each article with annotated outline to begin developing literature review

2.2 – Merge notes together and create draft of literature review

2.3 – Discuss literature, research question(s) (hypotheses), and possible methods with advisor

2.4 – Print, proof, and revise literature review

2.5 – Identify measures and manipulations that could be used

2.5.1 – Write list of needed materials/resources (e.g., participants, research assistants)

2.5.2 – Develop proposal for McNair, Killgore, or other funding source if needed

2.6 – Send draft of literature review to advisor

2.6.1 – Meet to discuss draft

2.6.1 – Revise draft with advisor feedback

Milestone 3: Methods

3.1 – Use notes about methods, measures, and manipulations as starting point

3.2 – Discuss research plan (methods) with advisor

3.3 – Write draft of methods, send to advisor, and revise with feedback

3.4 – Draft IRB proposal

(<https://www.wtamu.edu/academics/irb-steps-to-proposal-submission.aspx>)

Note: If you are working with animals, you may need IACUC approval instead

3.4.1 – Include measures, manipulations, recruitment procedures, etc.

3.4.2 – Create documents (e.g., informed consent, questionnaires), potentially online in Qualtrics (<https://www.qualtrics.com/academic-solutions/west-texas-am-university/>)

3.5 – Revise methods and IRB proposal; Send advisor draft of IRB proposal

3.6 – Complete CITI training for IRB (<https://www.citiprogram.org/?pageID=668>)

3.7 – Revise proposal with advisor feedback and submit IRB proposal

Note: If you are preparing **thesis**, you need to submit paper to committee and complete oral proposal before applying for IRB approval

Milestone 4: Final Paper

4.1 – With IRB approval, practice protocol; then, start data collection

Schedule room for sessions **if needed**

Announce study (e.g., send emails, make class announcements)

Schedule sessions if running participants in-person individually

4.2 – Check and screen data with advisor

4.2.1 – Clean data

4.2.2 – Run preliminary analyses (histograms, skewness, kurtosis, etc.)

4.2.3 – Address assumption violations

4.2.4 – Run descriptive stats for participant section

4.3 – Run analyses for hypotheses; Consider how covariates can be included

4.4 – Write draft of results and send to advisor

4.5 – Write draft of discussion section

4.6 – Revise results

4.7 – Revise discussion section

4.8 – Combine revisions of sections; Revise full paper

4.9 – Submit revised paper to advisor

4.10 – Use feedback to revise paper

4.11 – If **thesis**, once approved, submit paper to committee and schedule oral defense

4.12 – If **thesis**,prepare defense presentation