

HOW TO PREPARE THE PROSPECTUS REVIEW FORM

The prospectus review form has two parts. All students must complete Part I and submit it with the research proposal. Part I provides information necessary for the **Human Research Review Committee (HRRC)** to use in judging whether the project safeguards the rights and welfare of human subjects. Part II concerns the informed consent that may be required for some projects. If your application for a waiver of the informed consent requirements form that you submitted with the topic approval form was approved, it will not be necessary for you to prepare Part II, the informed consent form.

The prospectus review form is designed to assure DTS that the rights and welfare of human subjects are being protected adequately. This form should be submitted, with the dissertation adviser's signature, to the HRRC chair for the committee's evaluation.

Some of the questions on the form can be answered by reproducing sections of the topic approval form or the research proposal. If you are required to complete an informed consent form and you need assistance, the DMin director will suggest someone to assist.

LITERATURE REVIEW DIRECTIONS FOR DMIN/DEdMIN APPLIED RESEARCH PROJECTS

WHAT IS A LITERATURE REVIEW? (DEFINITION)

A literature review informs the researcher and readers of two primary factors:

- (1) What has been researched or written related to this topic?
- (2) How will this project "fit" this body of research or writings?

Together, these two factors allow the researcher to say, "Here's what has been done and what has not been done, and I want to do a part of what has not been done."

A key aspect of research projects is the completion of a literature review. Typically, a literature review involves or assists in the achievement of three things. First, as the words imply, a literature review is a critical analysis of the existing literature on proposed research hypotheses. Second, carrying out a literature review can be a significant help in the process of clarifying and framing research questions as the student finds out what has been done (and not done) prior to the research. Third, an often-hidden aspect of the literature review is a comparative account of the suitability, advantages, and disadvantages of the particular research methodologies that were chosen in the past and currently are being considered in order to research a particular topic. In many ways, therefore, a literature review is an important exercise during a research project.

WHERE IN A RESEARCH PROJECT IS A LITERATURE REVIEW NECESSARY? (PURPOSE)

A literature review in a DMin/DEdMin applied research project is one of the **first steps** of research to accomplish **two primary goals**:

1. Learn and document what prior research says about the subject. Carefully evaluate conclusions stated in relevant research in the evaluation of your hypothesis or hypotheses.
2. Learn and document what requires more research and articulate how your project will fill some of that gap. In so doing, you should identify the strengths and limitations of your own research project.

HOW DOES ONE CONDUCT A LITERATURE REVIEW? (PROCEDURE)

1. Locate the relevant literature through library, database, index, and internet searching. Build the initial bibliography. Skim the more recent works because they will lead you to earlier works. Because you can't read everything, focus on your hypothesis or hypotheses.
2. Identify four to five recent sources of the highest quality and begin reading them. Focus on your hypothesis or hypotheses.
3. Make notes on materials read by writing a paragraph to half-page abstract on a book or one paragraph on an article. The summary should include (1) the author's thesis, (2) the project's research question(s), (3) the research method employed, (4) the chief findings (two or three) of the research, (5) key terms or concepts with definitions, and (6) key questions that emerge from this source. NOTE: Not every source will be a piece of "scholarly" research with these clear divisions. More popular sources may be included, but the nature of such sources should be noted. Note the page numbers of the source so you can find the material again as you write your literature review. **Zotero is a helpful tool** for collecting and making notes on this initial bibliography so that searchable fields and keywords can be categorized and repeated themes noted.
 - a. This initial bibliography is a preparation tool for retaining a summary of material read. It will not be submitted as part of your literature review. Essentially, it will serve as your study notes.
 - b. Begin reading the items that you have located (books, articles, other media), starting with the most recent works. Remember to focus on your hypothesis or hypotheses.
4. Group the sources under common themes where it is clear that there is a connection (e.g., "Jones's study in 1996 followed up on Meyers and Briggs's studies in the 1970s because they were both dealing with 'personality indicators in the workplace.'").
5. Write your findings in paragraph form (as a chapter) moving from one group to another, starting with the most recent findings in each group. Begin with an introductory paragraph

pastor, director, etc.) should complete the ministry exit survey and return it to the Doctor of Ministry Studies office at least one week prior to the exit interview. The student will be asked to outline a personal program for lifelong learning.

FINAL DRAFT

The final draft of the applied research project, which should include any changes required by the adviser or second reader, must be submitted to the Doctor of Ministry Studies office electronically via email by the student on or before March 1 for a May graduation and September 1 for December graduation. If further corrections to the final draft are required, it will be returned to the student. An electronic, library-ready, final dissertation will then be submitted to the Doctor of Ministry Studies office by March 30 for a May graduation or September 30 for December graduation. Specific instructions for the submission of these copies can be found on the Dissertation Check List Guide chart. An email with final draft instructions will also be sent to the student once the first draft has been submitted electronically to the DMin office.

SUBMISSION REQUIREMENTS FOR FINAL COPY

Students are required to send their final, library-ready copy in electronic PDF and MS Word to the DMin/DEdMin office.

DISSERTATION WORKFLOW GUIDELINES FOR STUDENT, STAFF, AND FACULTY PARTICIPANTS

This section outlines the Applied Research Project (also known as the DMin/DEdMin Dissertation Workflow) related to the approval of (1) the Research Topic, (2) Admission to Candidacy, (3) Registration for DM/DE7103, (4) the Research Proposal, (5) Chapters 1 and 2, (6) the First Draft, and (7) the Final Draft. Please note that ALL reviewing participants—Department Chair, DMin Committee, adviser, second reader, and form reader—have two weeks to complete his or her review as outlined in this section. If there is no response by the end of this time period, the student MUST send an email to the unresponsive individual and copy the DMin director asking when his or her response may be expected. If a response is not received within 48 hours, the student MUST promptly notify the director of DMin Studies. It is important that the student have the email address and phone number of the DMin office, adviser, second reader, and form reader to ensure ongoing communication toward the successful completion of the DMin Applied Research Project.

APPROVAL OF THE RESEARCH TOPIC (TOPIC APPROVAL FORM–TAF)

1. The student submits his or her TAF and HRRC forms by email to the DMin/DEdMin office and DMin or DEdMin director. It is due

on either March 15 or October 15, depending on the student's course plan, or at the end of DM7102.

2. The DMin director assigns the student to a Department Chair and works with the student to suggest an adviser and second reader for approval by the DMin Committee. The DMin Committee will grant final approval on the appointment of an adviser and second reader during the review of the student's TAF. The DMin Committee must approve any changes to the adviser and second reader.
3. The DMin office forwards the TAF to the Department Chair.
4. The Department Chair reviews the student's TAF and provides feedback on it to the DMin/DEdMin office for student consideration.
5. The DMin office forwards the Department Chair's comments to the DMin Committee. The DMin Committee takes into consideration the input of the Department Chair. The DMin Committee serves as the decision-making body for final approval or disapproval of the research topic.
6. If the DMin Committee does not approve the student's TAF, then the DMin office informs the student and asks the student to make the required changes and resubmit it to the DMin Committee until approval is achieved.
7. Once the DMin Committee approves the research topic, the student moves to the proposal stage. Expect a minimum of four weeks for the Department Chair and DMin Committee review. If there is no approval received within four weeks, the student should contact the DMin office to find out the status of his or her TAF approval.

APPROVAL OF ADMISSION TO CANDIDACY

1. Students may be admitted to candidacy by action of the faculty only after these requirements have been met: (a) completion of all residency requirements leading to the degree; (b) the satisfactory completion of a minimum of 21 semester hours of coursework for DMin students and 30 semester hours of coursework for DEdMin students; (c) evidence of proven Christian character; (d) effectiveness in Christian ministry, and (e) adherence to the following doctrines: the authority and inerrancy of Scripture, the Trinity, the full deity and humanity of Christ, the spiritual lostness of the human race, the substitutionary atonement and bodily resurrection of Christ, salvation by faith alone in Christ alone.
2. The Registrar's office will send an email informing the student to access the Admission to Candidacy application and complete it online. Students applying to candidacy must also provide a written letter of reference from the local church or organization where the student is serving, endorsing the student's ministry, and a personal reference letter.

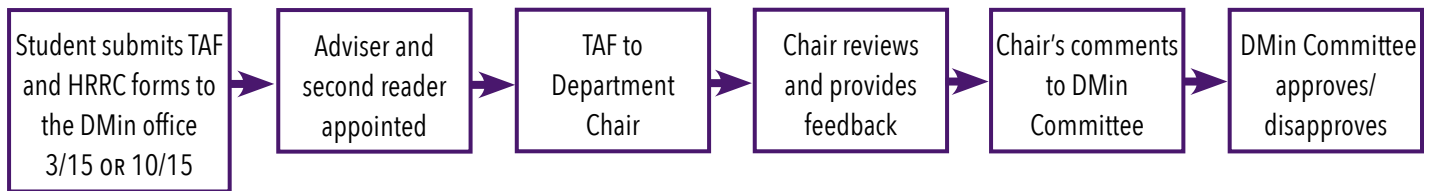
DISSERTATION CHECKLIST GUIDE

- TAF forms**—Submit by email to DMin office and DMin director (No later than one year before anticipated graduation, around Oct. 15 for Dec. graduation or Mar. 15 for May graduation, or at the end of DM7102).
- Human Research Review Committee (HRRC) Forms**—At the completion of DM/DE7102, submit (a) The Prospectus Review form, and (b) either the Waiver of Informed Consent or Informed Consent Form via email to the HRRC Chair (DMin@dts.edu).
- Admission to Candidacy**—Upon the completion of 21 credit hours for DMin or 30 credit hours for DEdMin, the Registrar's office will send an email informing the student to access the Admission to Candidacy application and complete it online. Students must be admitted to candidacy before they can register for DM7103.
- Register for DM7103 The Applied Research Project**—Register no sooner than one year before anticipated graduation date.
- Proposal**—Submit by email to adviser and DMin form reader, and copy DMin office (Jan. 1 for December graduation or Jun. 1 for May graduation).
- Chapters 1 and 2**—Submit by email to adviser and DMin form reader, and copy DMin office (Apr. 1 for December graduation or Sept. 1 for May graduation).
- First Draft**—Submit by email to adviser and DMin form reader and copy DMin office (Jun. 15 for December graduation or Nov. 15 for May graduation).
- Electronic Draft**—Submit by email to adviser and DMin form reader and copy DMin office (Sept. 1 for December graduation or Mar. 1 for May graduation.)
- Library-Ready Copy**—Submit by email to the DMin/DEdMin office their final, library-ready copy in electronic PDF and MS Word to the DMin/DEdMin office. (Sept. 30 for December graduation or Mar. 30 for May graduation).
- Exit Interview**—Contact the DMin office to schedule your exit interview no later than mid-March or after submitting the final electronic draft (Sept. 30 for December graduation or March 30 for May graduation).

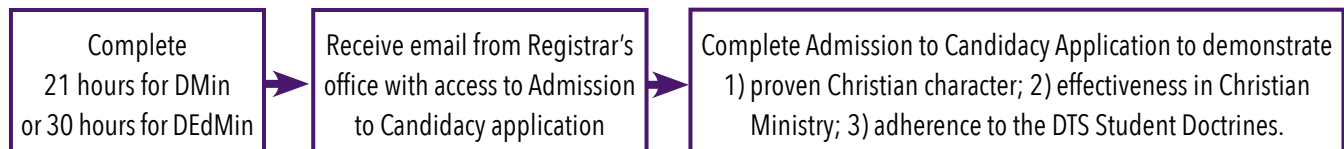


DECEMBER OR MAY GRADUATION

Approval of the Research Topic (Topic Approval Form - TAF)



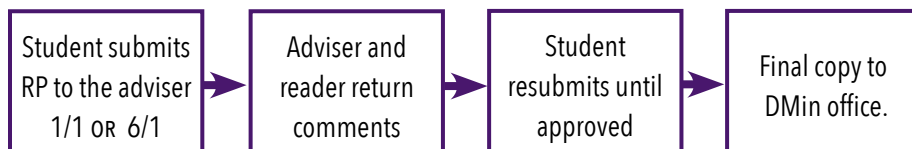
Admission to Candidacy



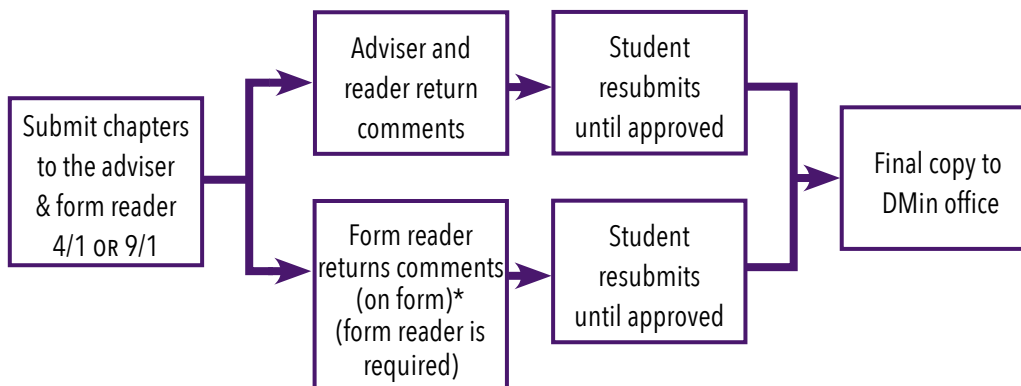
DM7103 The Applied Research Project Registration



Approval of the Research Proposal



Approval of the First Two Chapters



* Form Readers English: Jenae Edwards (jenae@edwardsediting.com)
 Spanish: Mariel Gonnet (marielgonnet@outlook.com)
 Chinese: Eira Hon (eirayw@gmail.com)
 Portuguese: Elcio Correia (elciobc68@gmail.com)
 Hebrew: Dr. Seth Postell (seth@biblecollege.co.il)

HUMAN RESEARCH REVIEW COMMITTEE FORM

PROSPECTUS REVIEW FORM

I. TITLE OF PROJECT _____

II. ANTICIPATED DURATION OF THIS STUDY

Start date: _____ Completion date: _____

III. DOES THIS RESEARCH INVOLVE ANY RISKS TO SUBJECTS IN AREAS SUCH AS DISCOMFORT, EMBARRASSMENT, HARM, THREAT TO SELF-ESTEEM, THREAT TO SENSE OF WELL-BEING, OR LACK OF CONFIDENTIALITY?

Yes _____ No _____

If yes, explain _____

If yes, how will you minimize or eliminate the risk?

IV. DECEPTIONS OR LACK OF DISCLOSURE

Certain aspects of a study cannot always be divulged to subjects beforehand without jeopardizing the study. Indicate any conditions in which you will withhold information from subjects or utilize deceptions.

V. STUDENTS ARE RESPONSIBLE TO NOTIFY THE HUMAN RESEARCH REVIEW COMMITTEE (HRRC) OF ANY DEVIATION FROM THE APPROVED RESEARCH PROCESSES

1. I understand that there will be a continuing review of this project by the HRRC and that I shall notify the committee chair IMMEDIATELY if the above statements are altered in any way during my study.
2. I will report any problematic subject responses immediately to the HRRC chair.
3. I will provide a copy of the prospectus to my adviser and second reader.

Signed by Researcher _____ Date _____

Signed by HRRC Chair _____ Date _____

Signed by DMin Committee Chair _____ Date _____

I. SUMMARY OF USE OF HUMAN SUBJECTS AND CONSENT

- A. Specify the maximum number of human subjects to be used.
- B. If controls are used, explain their use ***in your sample description***. NA
- C. If volunteers are used, explain use ***in your sample description***, including whether they will be paid. NA
- D. What provisions are in place for medical care if untoward effects should occur? NA

II. CONSENT FORM CONTENTS: (ATTACH CONSENT FORM)

- A. In obtaining informed consent, the nature and procedures of the study are explained in detail. Include these items in your consent:
 - 1. Title of study
 - 2. Your identification as the principal investigator
 - 3. Your contact number
 - 4. Purpose of study
 - 5. Benefit to investigator
 - 6. Explain what the subjects are being asked to do
 - 7. How your subjects will be identified for participation
 - 8. The number of subjects who will participate
 - 9. Risks and benefits to subjects
 - 10. State that participation is voluntary and that participants can withdraw without penalty
 - 11. Include a statement of confidentiality of the data and participant's identity
 - 12. Include statement: "I have had a chance to ask and have answered all questions concerning this study."
 - 13. If you are a student submitting the prospectus, also include the statement: "This study is under the direction of the faculty of Dallas Theological Seminary, Doctor of Ministry Studies program, telephone # _____.
Please call for any concerns or questions related to the study." You will use your name in addressing the persons you are asking for consent at the beginning of the consent form.

B. Lack of Disclosure or Deceptions

It is recognized that certain aspects of a study cannot always be divulged to subjects beforehand without jeopardizing the study. Indicate clearly any conditions in which you will withhold information from subjects or utilize deceptions:

When and where will you inform the subject of any nondisclosure or deceptions (sometime after the data has been obtained from them)?