

The **Nomination of Research Committee and Change of Research Committee** forms are now available to the students in OneStart. The links to the forms can be found in the “University Graduate School Forms” page, which is in the left margin in OneStart under “Group Quick Links”, <https://onestart.iu.edu/my2-prd/portal/111863?&casticket=ST-869976-wDGmAiCeUUIBj3UbZLJy-casprd01.uits.iu.edu>.

1. The students will fill in the form, including entering their research chairs’ network ids.
2. When they submit their document, they will receive an email giving them their document id and links to: the document and to instructions on how to track it. ***Students are responsible to track their document.***
3. The document will route to Biochemistry graduate office and will be asked to enter:
 - a) The date the student’s candidacy was approved by the University Graduate School
 - b) To indicate whether or not the committee members listed are endorsed faculty
 - c) ***If*** a student has an **outside committee member**, you are asked to “approve” them. By approving, you will be proxy signing for them.
4. Then the Research Committee will receive the document. All members will receive the document at the same time and can approve the document in any order. The document will be read-only at this point, if they need a correction to be made, they will need to return the document to either the student or Biochemistry graduate office.

One problem we have encountered with other eDocs is that some faculty members don’t recognize the email notification telling them that they have a document to approve, so they discard it. You might want to send them an email telling them that they will be receiving emails for eDocs that need their approval. The subject of the email will be: “Action List Reminder” and the first line of the email will say: “Your Action List has an eDoc (electronic document) that needs your attention.” There will be a link to the eDoc in the middle of the message.