

Major Research Project (MRP) Procedural Checklist

Graduate Program in Education (GPE) | Faculty of Education, York University

Revised July 2026.

1. Registration and Continuous Enrolment

☐	Maintain continuous registration (fall, winter, and summer terms) including payment of applicable fees, through to and including the term in which all program requirements are successfully completed. Why this matters: Blocks are placed on registration if you don't maintain continuous registration. This can result in loss of terms to complete your degree, loss of funding, suspension of approval for studies with ethics approval, petitions to appeal FGS decisions, and withdrawal from the program.
☐	Once coursework is complete and you are working on your MRP, enrol in EDUC 6000 (non-credit registration placeholder) each term until degree requirements are met.

2. Supervisor Assignment

☐	Begin identifying and approaching a potential supervisor in term 1 whose expertise aligns with your research interest. The supervisor must be appointed to the Faculty of Graduate Studies. Consult with the GPD if you need guidance in this process.
☐	By end of Term 2 , officially assign your supervisor by submitting a request via the Supervisor and Supervisory Committee Approval (SSC) Portal for GPE and FGS approval. The supervisor must accept their role in the portal via a system notification link.

3. MRP Proposal Development and Approval

For minimal-risk research with human participants that does not involve Indigenous peoples or clinical trials, MRP ethics review is handled at the unit level (delegated), not by the FGS. Read the guidance below carefully before submitting.

IMPORTANT: The proposal must be approved by your supervisory committee not less than three months prior to the oral examination. This is FGS's minimum requirement; building in more time is strongly recommended, especially if ethics review is required.

☐	In consultation with your supervisor, begin developing your MRP Proposal within the following guidelines . Students and Supervisors must also consider the feasibility of research proposals to align with term limits (6 terms full-time, 12 terms part-time) and ethics guidelines on whether ethics review is required. Why this matters: An MRP is not as large in scope as a thesis. Since the MRP pathway requires more course work, time to complete studies requiring ethics review must be carefully considered.
☐	Submit the draft MRP Proposal to your supervisor for approval no later than three months prior to the planned summative discussion.
PATHWAY A: No ethics review required	
☐	Once your supervisor has approved the proposal, submit an electronic copy of the MRP Proposal plus the completed and signed MRP Proposal Cover form to gradprogram@edu.yorku.ca for GPE approval.
PATHWAY B: Minimal-risk research with human participants (does not involve Indigenous peoples or clinical trials)	

☐	MRP ethics review follows the unit-level delegated process, complete the Generic Protocol: Course-Related Research Involving Human Participants form , available for download from this site: https://www.yorku.ca/gradstudies/students/current-students/thesis-and-dissertation/research-ethics/#mrp
☐	Submit the MRP protocol package (protocol form, consent documents, completed TCPS tutorial certificate, and other relevant documents) to your supervisor for approval and signature.
☐	Submit the signed MRP protocol package to gradprogram@edu.yorku.ca and copy the GPD to begin delegated ethics review. Do NOT begin data collection until this approval is confirmed in writing. Why this matters: If you begin data collection prior to delegated ethics approval, you may be liable to lawsuits. Research with human participants is subject to legal regulations in Canada which require research ethics approval and ongoing institutional oversight.
PATHWAY C: Research involving Indigenous peoples, clinical trials, or more than minimal risk	
☐	If your MRP research involves Indigenous peoples, clinical trials, or is more than minimal risk, ethics review is required through the Human Participants Review Committee (HPRC) or the Indigenous Research Ethics Board (IREB), not the unit-level delegated process. Please note: In most cases, due to the shortened timeline, the grad program does NOT recommend pathway C for MRP research. An exception could be an MRP project within an existing study that the supervisor as PI has ethics approval to add you as a research assistant.
☐	Submit your ethics application via the YU Research Ethics Portal . You must upload a copy of your mandatory TCPS tutorial certificate of completion to your online ethics application. Do not begin data collection until ethics approval is confirmed.

4. Conducting Your Research

☐	Conduct your research under the supervision of your supervisor, in accordance with your approved proposal and any ethics approvals obtained.
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5. Second Reader Assignment and Summative Discussion

Allow at least four weeks between submitting the MRP Discussion Date form and the summative discussion date. Confirm your registration is active for the term in which the discussion is scheduled.

☐	Once your supervisor determines the MRP is ready for evaluation, a second reader is assigned. Your supervisor submits the completed and signed MRP Second Reader form to gradprogram@edu.yorku.ca for GPE approval.
☐	If the proposed second reader is not a member of the Faculty of Graduate Studies, they must be approved by the Graduate Program Director before the summative discussion meeting can be scheduled.
☐	The second reader reviews the MRP and confirms in writing that it is ready to be evaluated at a summative discussion (via an email to the student and supervisor).
☐	Once the summative discussion date is agreed upon, the supervisor must submit the completed and signed MRP Discussion Date form to gradprogram@edu.yorku.ca no less than four weeks prior to the date.
☐	Check the FGS Important Dates page for graduation eligibility deadlines to ensure your summative discussion and final submission timeline are compatible. We recommend beginning second reader assignment by the beginning of your last term to ensure you can apply to graduate on time.

6. After the Summative Discussion

☐	Immediately following the summative discussion, your supervisor submits the completed and signed MRP Discussion Report to gradprogram@edu.yorku.ca for GPE approval.
☐	Complete any required revisions in consultation with your supervisor.
☐	Once revisions are complete and your supervisor has signed the MRP Final - Title Page (download as a word document from the MRP forms section of our website), submit an electronic copy of the final MRP (with signed title page) to gradprogram@edu.yorku.ca for GPE filing to flag completion of your degree.

7. Graduation

☐	Apply to graduate online. Watch for convocation and graduation information in program emails and on the FGS Important Dates page.
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Key Resources and Links

GPE program contact	gradprogram@edu.yorku.ca
GPE Current Students page	https://www.yorku.ca/edu/students/graduate-students/
Graduate Studies Portals (incl. SSC)	https://www.yorku.ca/gradstudies/students/current-students/graduate-portals/
YU Research Ethics Portal	https://www.yorku.ca/research/yuethicsreview/
FGS Important Dates	https://www.yorku.ca/gradstudies/students/current-students/registration-enrolment/important-dates/
