# DM Piano Essay Topic Proposal

The Doctoral Piano Essay should be carried out at the highest level. It should build on the work you have done in the major field and be relevant to that field's repertory, pedagogy, history or practice. The essay is expected to be ca. 8,000-10,000 words (30–40 pages), though it may be longer.

This form is used to propose a topic for your Doctoral Piano Essay. (Different forms are available for other DM majors.) An approved topic is required before the major field qualifying exam can be scheduled.

This document must be completed in Microsoft Word and submitted as an email attachment. To download an electronic form, browse to <http://music.indiana.edu/graduate>, under Quick Links, click on Forms, and select the form called DM Piano Essay Topic Proposal.

Here is the approval process:

1. Once you have determined a general topic area, identify three faculty members from the piano department willing to serve on your research committee. (*The research committee is different from your advisory committee, who is responsible for your recitals and qualifying exams; the membership can be the same, but does not need to be.*) Ordinarily your teacher should serve as chair and research director. Often, the role of the other members is mainly to approve the topic and approve the completed document.
2. Provide details about your proposed topic in the spaces provided below. If your proposed topic involves human subjects, approval by the campus Institutional Review Board is required before you can submit this proposal. This process often takes a minimum of two weeks, and may take longer, depending on the complexity of the research protocol. See Section 5 below.
3. When you have filled out this proposal form completely, send it to your proposed research director for review. The research director may ask you to make revisions.
4. Ask your research director to forward the approved proposal to the doctoral clerk by email (musdoc@indiana.edu). This should be sent as a .docx file. Please do not submit a PDF.
5. After confirming that the proposal is completed properly, the music graduate office will send the proposal to the rest of the proposed committee members, asking for a response within two weeks (excluding breaks). You will be notified once all committee members have responded. You may be asked to make revisions and resubmit.

Section 1: Student Information

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| Name | 🡪  |
| IU Email Address | 🡪  |

Section 2: Proposed Research Committee

Your proposed research committee (three faculty members from the piano department). The committee chair/research director is ordinarily your teacher, unless your teacher is no longer at IU. Indicate which committee member has agreed to serve as research director.

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| **Role** | **Faculty Member Name** | **Research Director**Type an X in one box |
| Chair (ordinarily your teacher) | 🡪  |  |
| Member (major field) | 🡪  |  |
| Member (major field) | 🡪  |  |

Section 3: Basic Document Information

## Tentative Title

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## Description

A one-paragraph description of the topic and its aims. (The box will expand as needed.)

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Section 4: Detailed Description

## Explanation and Need

Introduce the topic and demonstrate the need for the study (for example, by citing relevant existing literature and explaining what your study will add to the topic). This is typically 5 to 10 paragraphs. The box will expand as needed as you type.

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## Sources and Materials

Describe the *kinds* of sources that you will use in the study and why. (Specific sources will be listed in the sample bibliography below.) Typically 2 to 3 paragraphs.

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## Organization of the Document

Provide a proposed chapter outline with a description (up to a paragraph) of what each chapter will focus on.

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## Methodology

Describe the methods to be followed in accomplishing the study. Typically 3 to 5 paragraphs. If your methodology involves the use of human subjects, see also Section 5: Institutional Review Board (IRB) approval, below.

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## Expected Results or Conclusions

One paragraph is generally sufficient.

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## Style Manual

Identify the style manual you will use for citations, bibliography, and related matters. This is normally one of the following: Turabian, Chicago Manual of Style, APA, or MLA.

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## Select Bibliography

Provide a representative bibliography of sources that you have found that are relevant for your proposed document. While you are likely to add additional sources as you continue your research, the list should be comprehensive enough to make it clear that you have identified a good share of the relevant scholarly literature. If your study will make reference to scores or recordings, include these as well. Items should appear in alphabetical order and the format must be consistent with the Style Manual identified above. The box will expand as you type.

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| Example: Hornbostel, Erich M. von. “Musikalische Tonsysteme.” In *Handbuch Der Physik*, edited by H. Geiger and K. Scheel, 425–49. Berlin: J. Springer, 1927.🡪 |

Section 5: Institutional Review Board (IRB) Approval

Important: If your methodology includes the use of human subjects you must apply for IRB approval before recruiting subjects or collecting data. You must obtain IRB approval before your topic can be distributed to the proposed research committee for review.

Examples of the kinds of research requiring IRB approval include the following:

* Interviews (in-person, by email, or telephone); note that if you are interviewing only one person, the IRB does not consider this to be systematic research and IRB approval is not required.
* Surveys
* Behavioral or educational testing
* Observation of individual or group behavior (including students)
* Study of existing data, documents, or database archives that involve any of the above.

For more information, see [<https://intranet.music.indiana.edu/degrees/graduate-diploma/doctoral/IRBApproval.html>](https://intranet.music.indiana.edu/degrees/graduate-diploma/doctoral/IRBApproval.html).

Does your methodology require IRB approval? (Type an X in the appropriate box.)

|  |  |
| --- | --- |
|  | Yes |
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|  | No |

If you answered Yes,

1. provide your IRB Protocol number: 🡪
2. Forward the approval letter to the doctoral clerk at musdoc@indiana.edu.

To download the approval letter:

1. Log into [one.iu.edu](http://one.iu.edu/)
2. Search for “Search My IRB Protocol” and click Start if necessary.
3. Scroll down to find your protocol number and click View
4. Click on the Protocol Actions tab
5. Next to Summary & History click Show
6. Next to History click Show
7. Next to Correspondences click Show
8. Click View next to the notice
9. This will download and/or open your approval letter, depending on how your browser handles linked PDF files.

Section 6: Final Submission

When this form is complete, send it to your proposed research director for review. After you have made any requested changes, send the final version of this document to your research director and ask them to forward the proposal to the doctoral clerk by email (musdoc@indiana.edu). This should be sent as a .docx file. Please do not submit a PDF. The proposal will be sent to the rest of the research committee for approval.