

INITIAL SUBMISSION OF A SUPERVISED PROJECT

CHECKLIST

When **initially submitting your supervised project report**, make sure you:

- Upload on your [HEC en ligne](#):
 - the **Initial submission of a supervised project** form, signed by your director, by clicking on the "Upload Documents" button and selecting the "Research Essay- AuthZ to Index" type.
- Bring all the following documents duly completed to your [appointment](#):
 - the present checklist
 - the **Initial submission of a supervised project** form, signed by your director.
 - two bound copies of your supervised project (three copies if the project is co-directed).
 - please insert, after the title page and in the binding of each copy of your supervised project, your Ethical Approval according to the conditions of your research:
 - if your supervised project **did not need** data collection with human beings (by interview, questionnaire or other media):
 - the [Research not requiring approval from the Research Ethics Committee](#) form approved and signed by your project director;
 - if your supervised project **needed** such data collection:
 - the Ethical Approval Certificate (in French) from the [Research Ethics Committee \(CER\)](#) and
 - the [Attestation d'approbation éthique complétée](#) form (in French) **issued by the Research Ethics Committee**.

Many documents require **a few weeks' processing time**. Make sure to ask for all the required authorizations and signatures well in advance before submitting your supervised project.

Incomplete files will not be analyzed for graduation.