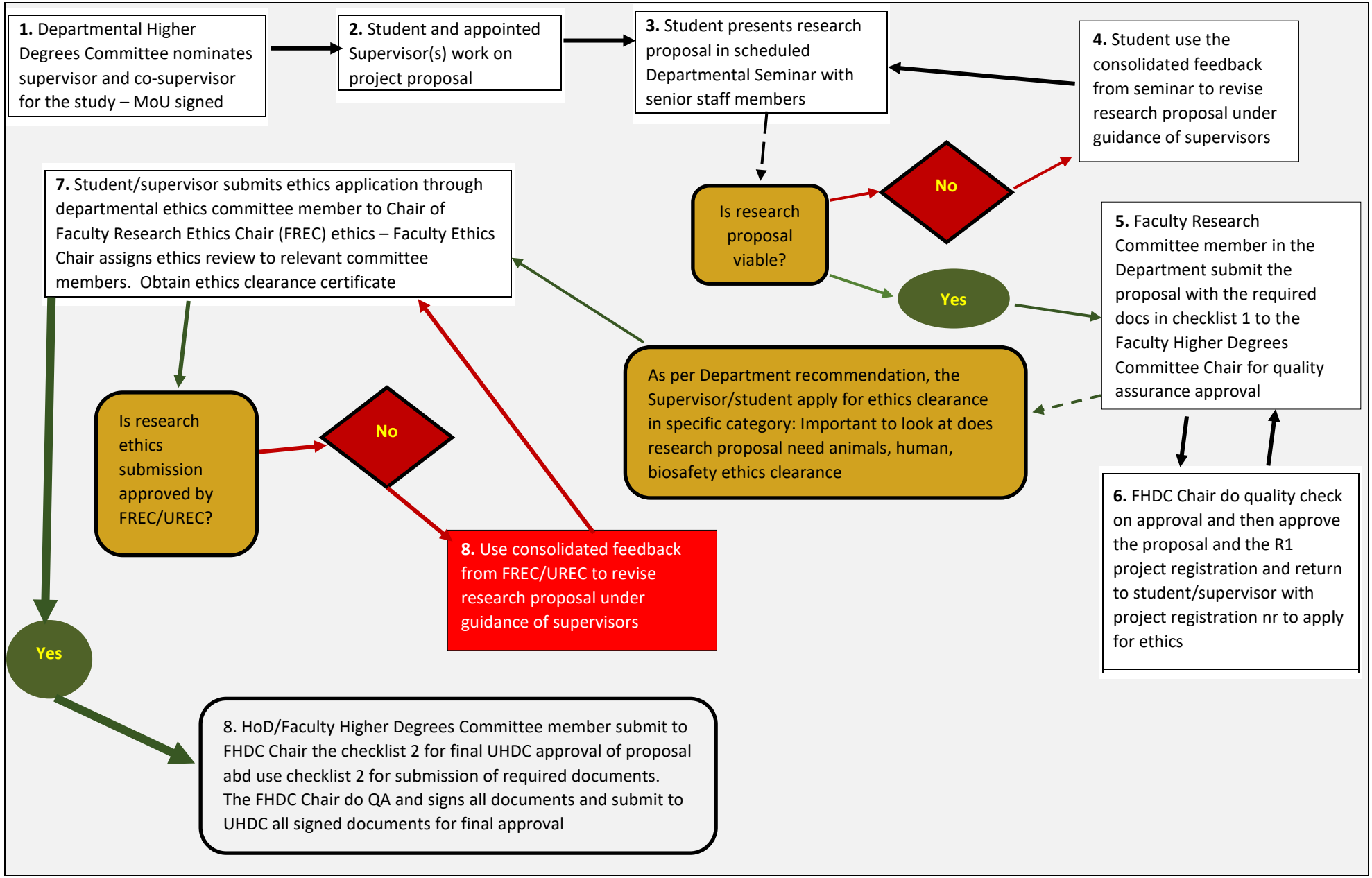PREPARATION AND APPROVAL OF RESEARCH PROPOSAL