

Research Proposal Submission Form

* This form is to accompany the **Application for Project Review, Training Certificates, and Investigator Assurance** forms

Section I

1. Project Summary: Please provide a brief descriptive summary (500 words or less) that includes the following: 1) previous relevant research findings to support this research proposal, 2) a concise statement of the purpose of this research 3) a brief description of the methodology, 4) expected and/ or possible outcomes, and 5) a statement about the potential significance of this research project.

2. Research Goals: How will the results of this project be used/ (e.g. Presentation? Publication? Thesis?)

3. Research Personnel: Please list all key personnel involved in this research and their specific roles and responsibilities.

4. Location of Research: List all locations where data collection will take place. Be specific.

Section II

1. Participants: Describe in detail 1) the participant population you have chosen for this project, 2) the minimum and maximum number of participants needed for analysis, and 3) how you plan on recruiting the participants.

2. Group Assignment and Compensation: Please describe in detail 1) how participants will be selected for groups (if applicable) and 2) what if any compensation will individuals receive for their participation.

Section III

1. Project Design and Methods: Describe in detail how you address the aims of this study (NOTE: Use language that would be understandable to a layperson.).

a. Briefly describe the scientific/ experimental design

c. List all instruments used in the data collection. *Please include a copy of all data collection instruments as **Appendix A** or **Appendix A1, A2...**, etc for multiple instruments.*

d. Please describe any potential psychological or physiological risks and or discomforts that participants may experience as a result of their involvement in this study.

e. Please describe how those risks and or discomforts (if any) will be minimized.

Section IV

1. Will data be collected as anonymous and or confidential?

a. If data will be confidential, explain how participant data will be coded or linked to identifying information.

b. Please describe 1) where and how the data will be stored and 2) who will have access to the data.

c. How long will the data be stored/secured? Will the data be secured on a UNA password protected server? Will the data be secured on a biometric or password protected external hard drive or computer? How will it be disposed of when the study is complete?

Section V

1. Informed Consent: Prepare and *submit as **Appendix B*** an informed consent document. This document should include the following:

- a. The title of the research project.
- b. A brief statement of purpose. (e.g. “This study will compare job applicant attitudes for human resource management research purposes.”)
- c. An assurance of anonymity and confidentiality.
- d. An assurance that participation is voluntary unless some incentive will be received for agreed participation.
- e. A description of the expected benefits (if any) to the participant.
- f. Confirmation of the age of the participant.
- g. Printed name of participant and or guardian.
- h. Participant or legal guardian signature & date.