Research Proposal Checklist

***RESEARCH OFFICE REVIEW of DOCUMENTS***

# Principal Investigator

[ ]  Internal *(Only Faculty or Staff*)

[ ]  External *(Internal Faculty or Staff Co-investigator)*

# Determination if it is a Research Project or Others

[ ]  Problem Statement w/ background providing project justification

[ ]  Hypothesis or Study question

[ ]  Methodology and Study Design Description

[ ]  Integration of Appropriately Gathered Data

[ ]  Results and Findings are Reported

[ ]  Implications are disseminated

# Human Subject

[ ]  IRB approval is required before you start your research

[ ]  Required CITIs (All investigators)

[ ]  Supplemental CITIs *(Vulnerable population)*

[ ]  Consent Form *(prospective study)*

# Body Fluids and others

[ ]  EHS Approval is required before you start your research

***Study Site Approval Letter***

[ ]  AHU

[ ]  External

***Dept. Chair Approval Letter***

[ ]  Workload Policy

***Grants*** (If Applicable)

[ ]  Amount Requested

[ ]  Quotes / Invoices

Research Proposal Checklist

***COMMITTEES REVIEW (SRC, IRC, EHS, Grants Office)***

# Investigator(s) Information

Principal & Co-Investigators

[ ]  First & Last Name

[ ]  ***Professional*** E-mail Address

[ ]  ***Professional*** Phone Number

[ ]  Status *(Student, Faculty, Staff)*

[ ]  Faculty Status *(Full-time, Part-time, Adjunct, Affiliated)*

[ ]  Rank *(Instructor, Assistant, Associate, Professor)*

[ ]  Degrees Earned *(Write ‘Student’ if working towards a degree)*

[ ]  Department

***Project Information***

[ ]  Title

[ ]  Abstract *(150-300 words)*

[ ]  Problem Statement, Project Aim, Hypothesis (*no discrepancies between them. Ensure these are consistent)*

[ ]  Background or Literature Review with references *(at least 4 references within the last 5 years)*

[ ]  Anticipated contributions to generalizable human knowledge

☐ Contribution to Professional Growth (*relevance of this study to your past and future professional activities)*

[ ]  Dissemination Plan *(how, when, and/or where)*

[ ]  Related publication *(prior research study)*

# Project Design

[ ]  Study Site *(upload the Study Site Director Approval Letter(s)*. *Use website template.*

[ ]  Sample *(inclusion and/or exclusion criteria, sample size and method to determine the sample size. If vulnerable, population how they will be protected)*

[ ]  Sampling Method (*describe the type of sampling method and how you select your participants’ subjects from a population)*

[ ]  Recruitment Methods and Strategies *(where, how, and who will recruit the sample. Attach recruitment materials)*

☐ Research Design (*Describe if the study is quantitative (e.g. experimental, quasi-experimental, correlational, descriptive), qualitative (grounded theory, ethnographic, narrative research, or descriptive), or mixed combined (mixed method, action research). Is the design adequately described and justified? Is the proposed research scientifically sound?*

☐ Instrumentation *(include citation if validated; where, how, how long the data will be collected, stored, analyzed, protected and destruction method. Attach the instruments)*

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[ ]  Procedures *(include the participant-investigator interaction)*

☐ Consent Process *(Prospective? Has the consent process been discussed with the participants? Use the Informed Consent Document (ICD) template and/or Child Assent template)*

☐ Potential Risks, Discomforts and Benefits to Participation

☐ Privacy and confidentiality *(where, how, and how long data will be stored and method of destruction. Is private health information (PHI) been collected? Is there HIPPA authorization?)*

☐ Data Analyses and Rationale *(list study variables, method(s)/tests, and justification)*

☐ Limitations

***Documents***

[ ]  Consent Form *(Prospective Study Only; 18 or above; child’s representative. Use website template)*

☐ Assent Form *(Prospective Study Only; 7 to 17 years old.*  *Use website template)*

[ ]  Department Chair Approval Letter *(Use website template)*

☐ Study Site Approval Letter *(Use website template)*

[ ]  Questionnaire(s)/Survey(s)

☐ Recruitment Materials

☐ Other Documents *(If Applicable)*

# CITI Courses (Required w/ Human Subject Research. Research Office will communicate if there is a need to complete any “if applicable” CITI courses.

[ ]  Human Subjects Research CITI ***(Required)***

[ ]  HIPS CITI ***(Required)***

[ ]  RCR CITI ***(Required)***

☐ Vulnerable Population *(If Applicable)*

☐ Good Clinical Practice CITI *(If Applicable)*

[ ]  Bio-Safety CITI *(If Applicable)*

***Graduate Grants (****If Appl*icable*)*

[ ]  Itemized listing documented with price quotes *(if travel costs, use AHU approved travel rates and attach a map with the mileage)*

[ ]  Submit Amount & Justification

[ ]  Invoices *(specific documents that verify costs for each item)*

[ ]  Calculate Exact Totals

***Faculty Grants*** *(If Appl*icable*)*

[ ]  Itemized listing documented with price quotes *(if student labor, research assistant, use AHU Human Resources approved rate. If Auto Miles, use AHU travel rates)*

[ ]  Submit Amount & Justification

[ ]  Invoices *(specific documents that verify costs for each item)*

Research Proposal Checklist

[ ]  Calculate Exact Totals

☐ Barriers to Research *(and how grant might alleviate them)*

[ ]  Impact for AHU Students

[ ]  External Funding