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