

## Research Proposal Submission Form

*All fields marked with an asterisk are required*

Date*	<input type="text"/>	Request Type*	<input type="text"/>	Professional Position*	<input type="text"/>
Salutation*	<input type="text"/>	Last Name*	<input type="text"/>	First Name*	<input type="text"/>
Mailing Address*	<input type="text"/>				
	<input type="text"/>	Room/Suite	<input type="text"/>		
	City*	<input type="text"/>	State*	<input type="text"/>	Zip Code*
	<input type="text"/>		<input type="text"/>		<input type="text"/>
Home Phone*	<input type="text"/>	Work Phone	<input type="text"/>	Cell Phone	<input type="text"/>
Email Address*	<input type="text"/>				
If candidate for degree, select	<input type="text"/>	Mentor	<input type="text"/>		
University / Professional Affiliation or Institution's name					
<input type="text"/>					
Department	<input type="text"/>				
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zip Code	<input type="text"/>
Affiliation Type*	<input type="text"/>	Area of Research*	<input type="text"/>		
Title of research study*					
<div>300 characters maximum</div> <input type="text"/>					

List test, questionnaires, interview schedules and other evaluation instruments. If None, enter N/A.\*

*300 characters maximum*

If relevant, identify specific data requests. If none, enter N/A.\*

300 characters maximum

Estimated duration of study

Study subjects:

Students -- How many?

Faculty/Administration -- How many?

Other - Explain

-- How Many?

Schools where the study will take place. Enter N/A if not applicable.\*

Before you submit the form, make sure that you are ready to attach **your proposal\*\*** as well as any additional documents to your email.

**\*\*You can speed up the approval by checking to make sure all necessary parts of the proposal are included and that the materials to be reviewed are clear and legible.**

*Have you provided?*

- a statement of the objectives of the research
- a brief literature review
- a list of your research hypotheses
- a discussion of your proposed methodology
- a detailed data analysis plan
- a statement of risks and benefits
- a comprehensive description of all procedures, including the number of subjects and time required
- copies of all instruments that will be used for data collection
- a sample letter of invitation to the principals
- sample consent and assent forms
- IRB approval from your University/Institution

**NOTE:** After selecting "Submit by E-Mail" this form will be converted to XML format, which may include unrecognizable code and content. This is the preferred format - it is the only format compatible with our database. Do not submit the form as a PDF or Word document.