

Appendix A Research Proposal Format

All proposals submitted to the Human Subjects in Research Committee for review shall be professionally prepared and conform to the following format:

1. Names(s), title(s), address(es), and telephone number(s) of investigator(s).
2. Project title.
3. Proposed starting and ending dates of the research.
4. Purpose of the research.
5. Statement of the research problem.
6. Detailed description of the research design (e.g. survey, experiment, observation, etc.)
Attach copies of any instrument(s) to be used.
7. Description of the study population, sampling methodology, and criteria for selection of subjects.
8. Your assessment of the risks and potential benefits to human subjects. Refer to section *Definitions* above for definition of “minimal risk” and “human subject.”
9. Informed consent procedure. Refer to section above on **Review Criteria** for informed consent requirements and format. (Attach copy of form if applicable.)
10. Describe procedures for insuring the confidentiality of data and anonymity of subjects.
11. Feedback sheet or explanation of procedures for subject feedback. (Attach feedback sheet if applicable.)
12. Other documentation that the researcher feels would help the Committee better evaluate the proposal.
13. Statement of compliance. The following statement of compliance must appear on all proposals submitted for review:

To the best of my knowledge, the plan of conduct for this research conforms with the policies and procedures for the use of human subjects at Norwich University.

Signature of the Researcher(s)

Date

14. Faculty sponsor statement of approval. Faculty sponsors of student research must submit an approval statement that describes the nature of the project, the faculty member's relationship to the project (e.g. instructor, thesis chair), and procedures for monitoring student work on the project. The faculty sponsor must also include the following statement of compliance in their approval:

To the best of my knowledge, the plan of conduct for this research conforms with the policies and procedures for the use of human subjects at Norwich University

Signature of the Researcher(s)

Date

Department(s)

All proposals must be submitted to the Chairperson of the Human Subjects in Research Committee not less than eight working days (Monday-Friday) before the published meeting dates of the Committee.