

## Instructions

Prior to initiating any research activities associated with Ashford University, faculty members must complete the Proposed Faculty Research Project Approval and secure all required signatures. Faculty members must also secure an approval or an exemption from Ashford University's Institutional Review Board before project commencement. If the proposed research is contingent upon securing funding, faculty members are requested to initiate the IRB process after notification of receipt of the award (please contact IRB@ashford.edu to initiate a review).

## Requestor Information

Requestor Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Department /Division /School: \_\_\_\_\_ Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

## Proposed Research Project Information

Provide a summary of the proposed research project. Include a brief overview of the project's purpose, design and methods, and expected outcomes:

Does the project include the use of Ashford University's proprietary institutional data?

Yes. *Use of institutional data requires the completion of sections 3-7 below.*

No. *Sections 3-7 below are not required.*

Describe specifically the institutional data you are requesting access to:

Format preferred:

Excel file

Word document

Other (describe) \_\_\_\_\_



Does your research involve the direct participation of staff, faculty, and/or students from Ashford University and/or Bridgepoint Education? If yes, please describe who you plan to engage, how you will engage these parties, and how you plan to protect the identities of the individuals involved.

Describe how your findings will be disseminated:

Describe your target audience (for dissemination):

Describe the steps you will take to protect the anonymity of subjects and the source of the data involved in your study:

**Required Signatures**

Research projects that do not involve the use of Ashford University’s institutional data require only the Dean’s signature below. Projects that propose the use and dissemination of Ashford data require a full review and signatures from all parties listed below. Signatures do not constitute an endorsement of the proposed project in any way; they are intended only as acknowledgement and consent for the project to move forward.

Dean: \_\_\_\_\_ College: \_\_\_\_\_ Date: \_\_\_\_\_

Provost: \_\_\_\_\_ College: \_\_\_\_\_ Date: \_\_\_\_\_

Institutional Research: \_\_\_\_\_ Date: \_\_\_\_\_

Legal: \_\_\_\_\_ Date: \_\_\_\_\_