

CORE POLICIES AND GUIDELINES FOR RESEARCH APPROVAL

CORE strongly supports institutional and external research that advances rehabilitation education efforts domestically and globally and CORE's strategic initiatives and priorities. Potential researchers wishing to access CORE intellectual property resources or to seek CORE's approval for their research should:

1. **Complete the Research Proposal Form** (below). Incomplete Research Proposal Forms will not be processed until all requested information is included or missing information is justified on the completed Research Proposal Form.
2. **Send completed Research Proposal Form to CORE** at: Research Committee, Council on Rehabilitation Education, 1699 E. Woodfield Road, Suite 300, Schaumburg, IL 60173 or fax to: 847.944.1346.
3. If applicable per 45 CFR 46.101(b)(5), provide **approval for research by an Internal Review Board (IRB)**, or justification as to why such approval is not required.
4. CORE's Research Committee will **notify the principal investigator of a) approval, b) provisional approval** with recommended changes or concerns, or 3) **denial** of the research proposal.
5. CORE-approved research shall contain a **public acknowledgement** during **implementation and publication** phases [RECOMMENDED WORDING]: ***This research received CORE approval as advancing rehabilitation education and/or practice.***
6. The principal investigator will provide CORE's Research Committee **biannual updates** on a) timeline **delays**, b) **outcome** of research project, or c) **publication** of research.

RESEARCH PROPOSAL FORM

1) **Date of Submission**

2) **Title of Research**

3) **IRB Review Confirmation** (45 CFR 46.101(b)(5) <http://www.hhs.gov/ohrp/policy/checklists/decisioncharts.html#c2>) **and/or Letters of Support**

4) **Brief Literature Review**

5) **Purpose/Research Questions**

6) **Data Collection**

7) **Data Analysis**

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8) **Researcher(s)** (include *curriculum vitas* for all researchers)

a. Principal

Name:

E-mail:

Phone:

Fax:

Address:

b. Other Researcher Names

9) **Research Timeline**

7/21/12 MBB
Council on Rehabilitation Education
1699 E. Woodfield Rd., Suite 300
Schaumburg, IL 60173
847.944.1345 (P)
847.944.1346 (F)

Approved 10/1/12

10) Plans for Publication

CORE requires biannual reports on approved research proposal progress. Do researchers agree to comply with reporting requirements? Yes No

If any information from CORE is requested for use in a research project, CORE requires that the data only be used within one year from obtainment to the point of submission of findings for publication. If submission of findings for publication is not made within one year from the point of obtainment of data from CORE, the researcher is required to submit an updated request to CORE for continued use of the data. Do the researchers agree to comply with these policy requirements? Yes No

CORE requires acknowledgement of its contributions in all publications. [RECOMMENDED CITATION: This research has been supported with resources from the Council on Rehabilitation Education (CORE)]. Do the researchers agree to comply with these policy requirements? Yes No

Signature of Principal Investigator

Print Name

Date

CORE RESEARCH PROPOSAL SCORING SHEET

Scoring Criteria	Not at All	Minimal	Neutral	Strong
NEED FOR RESEARCH				
Does the proposed research ũ				
<i>... Support CORE's mission?</i>				
<i>... Advance CORE's strategic initiatives?</i>				
<i>... Add to the total body of knowledge, increase understanding, or improve services in rehabilitation education or rehabilitation counseling?</i>				
<i>... Have evidence of IRB or other support or approval?</i>				
<i>... Offer other benefits to CORE or rehabilitation education or practice? (SPECIFY)</i>				
OTHER NEEDS FOR RESEARCH REVIEWER COMMENTS:				
DESIGN AND METHODOLOGY				
Does the proposed research have ũ				
<i>... An adequate brief literature review?</i>				
<i>... The purpose and research questions well conceptualized and articulated?</i>				
<i>... Clear intended objectives and outcomes?</i>				
<i>... A design/methodology that will achieve the intended purpose?</i>				
<i>... Data collection procedures that are realistic given its purpose and research questions?</i>				
<i>... Data analysis procedures that adequately align with the type of data collected?</i>				
OTHER DESIGN AND METHODOLOGY REVIEWER COMMENTS:				

Scoring Criteria	Not at All	Minimal	Neutral	Strong
RESEARCHERS				
Are researchers qualified to carry out intended research?				
OTHER RESEARCHER(S) REVIEWER COMMENTS:				
TIMELINE				
Is the ũ				
... Timeline realistic?				
... Sequence for research completion logical?				
OTHER TIMELINE REVIEWER COMMENTS:				
DISSEMINATION				
Are the dissemination plans articulated?				
OTHER DISSEMINATION PLAN REVIEWER COMMENTS:				
ACKNOWLEDGEMENT				
Have researchers agreed to comply with all relevant CORE policies for publication and/or CORE acknowledgement?				

REVIEWER RECOMMENDATION

- ↩ Approve
- ↩ Provisionally approve and resubmit
- ↩ Deny

RESEARCH PROPOSAL NOTIFICATION CHECKLIST

Principal reviewer notified of:

- Date by when research approval would be determined (DATE: _____)
- Research Committee decision (DATE: _____)
- When first biannual report is due (for approved research) (DATE: _____)