**College of Eastern Idaho**

**Research Proposal Form**

***Before Submitting Your Research Proposal:***

* Review the Research Procedure at <https://www.cei.edu/hr/policies-procedures>.
* Consult the Campus Research Calendar (link to calendar) to select administration dates that minimize overlap with existing research timelines. Proposals must be received at least 30 days in advance of the proposed research launch date.
* Confirm your research content, communications, and administration plan with collaborators. Finalize your research in the format you intend to administer it.
1. Contact Information

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| **Responsible Party** Please provide contact information for the individual responsible for the proposed research. |
| Name:  | Email: | Extension:  | Dept/Unit: |
| **Research Administrator**Please provide contact information for the individual responsible for maintaining and administering the research, *if other than above*. This may include building the survey, sending the survey to participants, monitoring response rates, and pulling results. If the responsible party listed above will be handling these tasks, leave this section blank. |
| Name: | Email: | Extension: | Dept/Unit: |

1. Research Details

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| **Proposed Research Name/Title** |
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| **Purpose of Research**Please describe the purpose of your proposed research, including how you will use the results and how the data gathered will benefit your unit and/or the institution as a whole. What questions are you hoping to answer? What actions might you take as a result? |
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| **Proposed Sample**Please describe the size and composition of the group you wish to research and explain your rationale for selecting this sample. If you propose to research 100% of a student or employee population, you must address why a random sample is insufficient for your purpose. |
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| **Research – Communication Plan *(Select all that may apply)*** |
| [ ]  Link emailed to participants using CEI survey software[ ]  Link emailed to participants using CEI email[ ]  Administer research in person (e.g., in class or at event, interviews)*Location*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | [ ]  Survey or link embedded on a CEI webpage[ ]  Mail survey to participants[ ]  Administer research via phone, video conferencing software or like method*Method*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  N/A |
| **Other Communication Plan**If you intend to use a research method other than online or paper, or if you would like to provide additional details regarding your communication plan, please describe your approach below.  |
| [ ]  N/A |
| **Proposed Administration Schedule**Please detail your proposed administration schedule, including dates the research will open and close, and dates for any proposed communications (e.g., invite, reminders) that will be sent to participants.  |
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| **Incentive Plan**If applicable, please describe your plans for incentivizing participation in the research. What incentive(s) will you use? How many participants will receive an incentive and how will these individuals be selected? How will the incentive(s) be delivered? |
| [ ]  N/A |
| **Intended Research Frequency**Please indicate how often you plan to administer the survey. Note that surveys are only approved for one-time administrations, so each subsequent administration of the research will need to be approved by the Office of Institutional Effectiveness and added to the Campus Research Calendar.  |
| [ ]  One time only[ ]  Once each semester[ ]  Annually[ ]  Biannually[ ]  Other (please specify): |
| **Voluntary & Confidential Participation**Please describe your plan to ensure voluntary participation and address issues of confidentiality and anonymity. |
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1. Acknowledgements

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| **A campus research administration, analysis, and reporting must comply with the Family Education Rights & Privacy Act (FERPA); college standards for confidentiality and security of employee, student, and faculty data; college policy on Human Subjects Protection in Research; and CEI accessibility policies.**  |
| [ ]  I acknowledge that it is my responsibility to ensure my research administration, analysis, and reporting comply with these policies. |
| **The President’s Advisory Committee (PAC) assures ethical conduct and the protection of human subjects in research according to federal regulations and institution policy. If your research is designed to contribute to generalizable knowledge which may be disseminated through a scholarly paper, conference presentation or poster, or other academic outlets, your research may also be subject to review by PAC.** |
| [ ]  I acknowledge that it is my responsibility to obtain PAC approval, if applicable to this research.  |

1. Materials

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| **Please include a link to test the research, if administering a survey online. Otherwise, attach a draft of your proposed survey content, as well as drafts of all proposed communications (e.g., invitation, reminders) to participants and any other relevant documents.**  |
| Attached:[ ]  Research Link or Final Draft of Proposed Research Content[ ]  Invitation to Participate[ ]  Other Communications (if applicable)* Pre-Research Notification
* Reminder(s)
* Thank You
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