# Research Proposal Checklist

In addition to the appropriate IRB forms, researchers must submit a complete research proposal with their IRB application. This checklist provides a simple guide to help you prepare your research proposal. Including all the items in this list will expedite the process by ensuring that IRB staff have the necessary information to make a determination on your project. If you have any questions about how to prepare a research proposal, or about the IRB process, please contact the VDSS IRB at irb@dss.virginia.gov

| Item | Description |
|---|---|
| ☐ Research title | A concise and clear title that describes your research project. |
| ☐ Project summary | A summary of the research project that outlines the aims, objectives, and significance of the study. |
| ☐ Research design | A description of the research design, including the methods, procedures, and techniques to be used in data collection, and analysis. |
| ☐ Research participants | A description of the target population, including inclusion and exclusion criteria. Indicate if any special vulnerable populations (e.g., children and teens, prisoners, persons with cognitive disabilities or impaired decision-making capacity, persons who do not clearly understand English) will be included or excluded. If the research involves individuals vulnerable to coercion or undue influence, describe additional safeguards to protect their rights and welfare. |
| ☐ Recruitment Strategies | A description of when, where, and how potential participants will be recruited, who will make initial contact, and how the contact will be made. Include a detailed description of any eligibility screening. Attach recruitment materials (e.g., flyers, email notifications, social media announcements), if necessary. |
| ☐ Compensation | A description of if or how subjects will be compensated for participation in the study, including if payment will be pro-rated for subjects who withdraw early. |
| ☐ Informed consent | A description of the informed consent process, including the information that will be provided to participants, how it will be delivered, and how consent will be documented. If deception is involved, provide a |

| Item | Description |
|---|---|
| | justification for not fully informing subjects, and any plan to debrief them after the conclusion of the study.<br>Alternatively, submit a **Waiver of Informed Consent** with the IRB package if the investigator(s) does not intend to get informed consent or document informed consent. |
| ☐ Risks and benefits | A description of the potential risks and benefits of participation in the study, including how risks will be minimized and how benefits will be maximized. |
| ☐ Protection of Participants' Privacy Interests | A description of the steps that are taken to protect the privacy interests of study participants, including the privacy of their identifiable data. Address use of audio-visual recordings. Describe circumstances under which PII may be disclosed under mandated reporting rules if there is a possible risk of harm to self or others. |
| ☐ Confidentiality and data protection | A description of the measures that will be taken to protect the confidentiality of participants and their data, including data storage, handling, and disposal. |
| ☐ Ethical considerations | A description of any ethical issues that may arise during the study and how they will be addressed. |
| ☐ Data analysis | A description of the methods that will be used to analyse the data collected and how results will be reported. |
| ☐ Funding sources | A declaration of any funding sources for the research and any potential conflicts of interest. |
| ☐ Research team | A description of the research team, including their qualifications and roles in the project. Attach a copy of the investigator's CV (curriculum vita) or biosketch.<br>Alternatively, submit the **Research Personnel Form**, which asks for the names of study personnel, their role, and evidence of completion of human research protection training. |
| ☐ Timeline | A timeline for the study, including the duration of data collection, data analysis, and report writing. |
| ☐ References | A list of relevant references and citations that support the research proposal. |
| ☐ Sharing of Results | A description of the plan for dissemination of study results to subjects, stakeholders, funders, and/or the wider research community. |