

## ACSI Graduate Student Research Proposal

The following guidelines address the protection of the rights and welfare of human participants in all qualified research conducted by graduate students who wish to use participants from member schools. The protection of human participants includes the rights to privacy, the need for informed consent, confidentiality of data, and protection against physical, psychological, spiritual, social, or legal risks. The safeguarding and confidentiality of records and data collected on individuals and groups, the use of such data by the investigator conducting the original research, and the use of the data are all considered within the scope of this policy.

The following process has been established for the approval of research projects involving member school participants. Completed proposals for research involving minimal risk may be eligible for expedited review. This process typically takes 2-3 weeks. Consideration for approval is dependent on current research initiatives of the association and approved research proposals. There are limits on how many research proposals will be approved in a calendar year. Proposals for research involving more than minimal risk or studies involving vulnerable populations (a disparity of power exists between the researcher and the participants) or sensitive topics will be subject to a full review. This process will typically take 5-6 weeks. All research projects must be approved prior to commencement of data collection.

The following information is required for research proposal submission using participants from ACSI member schools.

### Proposal Requirements

1. Give a brief, one paragraph overview of the nature and purpose of the research.
2. Give a full description of participants:
  - General description
  - Number of participants
  - Place of recruitment
  - Method of recruitment
  - Compensation for participation
  - Minors? (Yes/No)
  - Vulnerable population (Yes/No)
3. Provide a detailed account of the procedures that will be used in your study.
4. Give a full description of the potential benefits, if any, to the individual, group, and/or larger society because of the research.

5. Risk Assessment
  - Describe the potential risks to participants due to the procedures of the study
  - Describe any risks involving the sensitive nature of the research instruments being used (e.g., published or researcher-generated questionnaires/surveys)
6. Means to Minimize Risk:
  - General risk minimization strategy
  - Describe how participant's personal privacy will be protected
  - Describe how the confidentiality of the information obtained will be protected
7. Written Informed Consent:
  - Give a description of the procedures used in obtaining and documenting the prior informed consent of participants
  - If participants are minors, explain how parental consent and minor assent will be obtained
  - Please attach a copy of the following:
    - Consent Form
    - Instructions—the language you intend to use when you present the instructions and consent form to the participants
    - Minor Assent Form (if applicable)
8. Attach copies of any questionnaires, surveys, or inventories you are using.
9. Submit a signed copy of the Institutional Review Board (IRB) application from the college you attend.
10. Are there any special or unusual circumstances regarding the research that you believe could be relevant to ACSI's decision in reviewing the research proposal? Please explain.
12. Give the projected timeline for conducting your research, completion of the analysis, and writing of your thesis/dissertation (including any deadlines for degree completion). If this changes, please keep ACSI informed throughout this process.
12. An electronic copy of the final thesis/dissertation must be submitted to the Research Department of ACSI within 60 days of its completion.
13. As a material part of this agreement to allow the researcher to conduct their research with ACSI and ACSI member schools, researcher grants to ACSI the right to make available researcher's thesis/dissertation, free of charge, on ACSI's websites.

Please review the following statement regarding this research proposal, sign and return to:

