LifeWorks
Research Application

Use this template to provide a description of your research proposal. All applications for review should contain the following information prefaced by the number or letter. When not applicable state N/A.

Applications should be submitted via email to LifeWorks’ Research Committee at least 30 days in advance of proposed project initiation to give the committee sufficient time to review the proposal and make a decision.

Proposal requirements:

1. Project Title:

2. Proposed Date of Project Initiation:

3. Principal Investigator:

4. Other Investigators:

5. Hypothesis, Research Question, or Goals of the Project:

6. Type of Research: (e.g., university student, university faculty, federal, state)

7. Background and Purpose: Briefly describe background literature to support the rationale for doing this study. Cite appropriate references (2 to 3 pages)

8. Procedures: Briefly describe the proposed research.
   a. Overview of Plan—describe your research methodology and design and your proposed analysis of the research data, including information about comparison and control groups
   b. Location/Access—list all sites where subjects will participate in the study and how subjects will be accessed
   c. Time—state amount of time and duration required of each participant (e.g., 1 hour sessions each weekday for 5 weeks totaling 25 hours)
   d. Timeline—state estimated start and end time for each portion of the project and total for project duration
   e. Data Collection—specify all researchers who will be collecting the data and interacting with LifeWorks clients (include age, related experience, education level). Get prior approval before adding additional researchers.
f. Results—explain how and when the results will be reported; will findings be published; published data will include a LifeWorks acknowledgement

g. Data Storage—how will data be entered, stored, and expunged

h. Process Evaluation—what is your plan for ongoing review of the research process

9. **Confidentiality/Anonymity**: How will confidentiality of participant be protected?
   a. Identifying Information—will any identifying information be collected from the participants (e.g., name, date of birth, social security number)?
   b. Video and/or Audio Equipment—will interviews be recorded with audio and/or visual equipment?

10. **Measures**: Briefly describe what measures or observations will be used—questions, surveys, testing materials, questionnaires, assessments devices. Include a list of all topics and questions to be used for non-structured interviews and focus group discussions.

11. **Participant/Subject:**
   a. Special population requirements (homeless, foster care, etc.)
   b. Age range
   c. Gender
   d. Ethnicity/race
   e. Number of participants

12. **Recruitment**: Briefly describe how participants will be recruited, solicited, or contacted.
   a. Statement of what participants will be told including—who you are, what the research results will be used for, participation is voluntary, statement of whether information is confidential or anonymous, overview of participant task, how long it will take (attach a copy)
   b. Written informed consent forms (attach a copy)
   c. Parental consent forms for youth under 18 years and assent forms for 7-17 years old (attach a copy)
   d. What steps will be taken to ensure participation is voluntary?
   e. What types of incentives, if any, will be offered?

13. **Deception**: Will participants be deceived or misled in any way? If yes, please explain and justify.

14. **Sensitive/Personal Information**: Will there be a request for any information that participants might consider personal or threatening?
   a. Personal, sensitive—reports of their and/or friends and families illegal conduct, drug use, sexual behavior? If yes, please explain and justify.
   b. Offensive/threatening—explanations for lifestyle choices, illegal behavior, drug use, culturally insensitive to population
15. **Assessment of Harm/Risk:** Will participants encounter the possibility of psychological (e.g., stress discomfort, embarrassment) social, physical, or legal risk? If yes, please explain what provisions have been made to minimize, or correct any adverse conditions that may arise.

16. **Benefits:** What are the benefits of the proposed research—to the research subjects, to the investigators, to LifeWorks, and the public welfare?

**Attachments:**
- Copies of all surveys, testing materials, questionnaires, and assessment tools
- Copies of topics and questions for non-structured interviews and focus group discussions
- Interview schedule
- Samples of all consent/assent forms
- Copies of advertisements for recruitment (posters, flyers, broadcasts, web, etc.)
- IRB application to the university
- IRB approval letter