**Basic Research Project Proposal Template**

**Purpose:** To provide a template for a basic research project proposal (summary of the proposed research).

**Audience:** Research Personnel and Principal Investigators

**Summary:** This template will provide general guidance about what to include in a basic research project proposal. The complete project proposal should be attached to the Research Evaluation by Leadership application in IRBManager (please refer to the Research Evaluation by Leadership Resource Guide for Researchers <https://extranet.adventisthealthcare.com/IRB/ForResearchers-SubProcess3.htm>). All human research studies must undergo a Research Evaluation by Leadership (ROE) prior to IRB review. More complex research may require additional proposal sections such as ethical considerations, budget, and literature review.

Please note that a Project Proposal is not required when a study protocol has already been created (provided by the sponsor and/or currently existing).

Email the IRB Office at [IRB@adventisthealthcare.com](mailto:IRB@adventisthealthcare.com) for more information or to request user access to IRBManager (<https://adventisthealthcare.my.irbmanager.com/>).

*Please delete these instructions prior to submitting this form to the IRB Office.*

**Research Project Title.**

**Introduction.** A summary of the proposed project. Write 2-3 sentences summarizing the key issues that you want to investigate and the importance of these issues.

**Hypothesis/Specific Aims.** Provide a clear and concise summary of the aim(s) of the research by defining the research question(s).

**Background and Significance.** Explain background information necessary to understand the proposed project and its significance in relation to research objectives. This section should include an evaluation of existing knowledge and should identify forward progress that the project is intended to provide.

**Research Design and Methods.** Discuss the design and procedures that will be used to accomplish the specific aims of the project. Provide a tentative sequence or timetable for the investigation. Include the means by which data will be obtained (such as via medical record or survey), analyzed, and interpreted.

**Subject Population.** Describe potential subjects and/or the data that will be utilized. Explain how you will identify the subjects and/or their data and how research data will be obtained.

**References.** List references for any sources used.