

Research Application Checklist

Applicant name:	Date:	
Campus:	Yes	No
All parts of application are complete?		
Clear understanding of 'who' are the participants (name, campus, grades) ?		
Are students participants?		
- Is a parent consent form provided?		
- Survey or questionnaire submitted?		
- Interview questions submitted?		
Are adults participants?		
- Adult consent form?		
- Survey or questionnaire submitted?		
- Interview questions submitted?		
Confidentiality discussed (that it is voluntary, no rewards, etc.) ?		
Storage of consent forms & data addressed?		
Is the student working with cooperating entities?		
- A letter of approval provided from cooperating entities?		
Student Certification and Instructor Approval forms included with signatures?		
How much time is requested from participants?		
Are any FERPA issues addressed?		
What campus(es) / how many participants?		
Are all ethical concerns thoroughly addressed?		