

1. Project & Investigator Information

Project Title

Principal Investigator Name

Department / School / Affiliation

Email Address

Phone Number

Other Investigators (if any)

Funding Source (if any)

2. Project Overview

Abstract / Purpose of the Study

Research Questions / Hypotheses

Study Dates

3. Participants

Population / Sample Description

Number of Participants

Participant Recruitment Procedures

Age Range

Vulnerable Populations Involved?

4. Research Procedures

Description of Data Collection Methods (e.g., survey, interview, focus group)

Location of Study (in-person, online, both, specify locations)

Estimated Time Demand per Participant

5. Risks & Benefits

Potential Risks to Participants

Potential Benefits

Risk Minimization Strategies

6. Privacy & Confidentiality

How will you maintain confidentiality/anonymity?

Data Storage and Security Measures

Who will have access to the data?

7. Consent Process

Describe Consent Process

Attach Consent Form?

8. Additional Information

Conflicts of Interest (if any)

Other Relevant Information