Outline for IMRF Research Proposals

Typically 10–12 pages

Introduction

1. Describe the project in a way that is understandable to a colleague who needs at least a brief introduction to the area.

2. Since the work will usually involve test development, test-score validation, or refinement of a measurement approach, make sure that this aspect of the project is given suitable emphasis.

3. If this project is part of a continuing effort, indicate how the project fits in with your longer-range plans and the work that has preceded this project.

Literature Review

1. Describe the important substantive work that constitutes the basis for this study.

2. Include a reference list such as that expected in any scholarly publication.

Procedures

1. IMRF Board members who will review your proposal will want to know what the major activities will be, including data gathering procedures, data analysis methods, etc.

2. Indicate the source of human subjects (college students? elementary students?). Recognize that when subjects are to be used, the project will require review by the University's Institutional Review Board.

Duties of Research Assistant

1. If you request funds to provide support for a research assistant, indicate what activities will be performed by this assistant.

2. Indicate the date at which the RA will be appointed. Will the appointment be quarter-time or half-time? Will it continue through the summer? (Investigator must be on campus for supervision of the RA during the summer if the RA is to have a summer appointment.)

Budget and Timetable

1. Include a budget that indicates how the money will be spent.

2. Indicate how long the project is expected to run by identifying key milestones in the research process. Some IMRF projects extend for more than one year, but formal funding commitments are typically made for one year at a time.