### Scholarly activity projects often fall outside the categories of both quality improvement and human subjects research. Such projects are often determined to be Program Evaluations or Program Development projects. The following questions will assist the Research Integrity Office in making an appropriate determination for your project.

### 1. Project leader:

|  |  |
| --- | --- |
| **Name** |  |
| **Faculty Title** |  |
| **Department** |  |
| **Campus** |  |

### 2 Project team: (list all involved with the project)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Title | Department | E-mail address | Role on the project |
|  |  |  |  |  |
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### 3. Which of these categories best describes your project?

[ ]  **Program Evaluation**: Goal is to measure the effectiveness of an existing program or process.

[ ]  **Program Implementation and Evaluation:** Goal is to implement a new program or process, then measure its effectiveness

[ ]  **Program Development:** Goal is to design and implement a new program or process for the project site.

[ ]  **Needs Assessment:** Goal is to evaluate the current or baseline level of performance at the project site

[ ]  **Unsure** or **Other**

### 4. Project Title:

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### 5. Name the project site. Where will this project take place?

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### 6. Provide a brief summary of the project.

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### 7. Provide background information about the project.

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### 8. State the aims/objectives of the project.

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### 9. Describe the design and methods of the project. Are you implementing a process or program that is new to the project site, and if so, did you develop the new program, or, are you modifying and/or evaluating an existing process or program.

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### 10. What data will be collected?

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### 11. How will you analyze your data?

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### 12. Ethical Considerations

### A. Describe how you will protect participant confidentiality.

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### B. What are the benefits (if any) to project participants?

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### C. What are the risks to project participants (if any)? Also, describe steps to mitigate any risks.

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### 13. What are your plans for dissemination of project results?

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Submit completed application to the TTUHSC Quality Improvement Review Board at QIRB@ttuhsc.edu. Additional pertinent information may be submitted as attachments. Questions may be directed to the Director of Quality Improvement Review at the above email address or by phone at 806-743-4276.

Project leader Signature:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_