

Research Proposal Submission Instructions

Instructions:

1. Please fill out the "[Research Proposal Submission Form](#)"
2. Attach the following documents: (1) a copy of the approved IRB protocol **and** Informed Consent or type of consent designated by IRB, **OR** (2) a copy of the research proposal if you are applying for funding to an institution.

Please ensure that your IRB protocol or funding proposal includes the following information:

1. Specific Aims or Research questions
2. Background and Significance
3. Preliminary studies if applicable
4. Investigator Experiences
5. Experimental design, methods, and procedures including:
 - a. estimated time to complete the study
 - b. sample size
 - c. inclusion/exclusion criteria
 - d. methods and sources of participant recruitment (other than NorTex)
 - e. risks/benefits to participants
 - f. payments to participants
 - g. subjects costs
 - h. type of consent form required by IRB (exempt, cover letter, or informed consent)
6. Key Personnel

NOTE: We understand that some information may not be available if you are applying for funds, however, we ask you to include as much information as possible.

3. Please do not exceed 10 pages for the study protocol or proposal (not including informed consent if applicable).
4. Please send the materials electronically to: Roberto Cardarelli, DO, MPH at rcardare@hsc.unt.edu or by intercampus mail to the Dept. of Family Medicine – NorTex.