

# Research Office Research Project Outline



Please use this template to outline your research project. Once you have completed the outline, set up a meeting with the Research Office (research@norquest.ca) to review your research and for guidance in preparing your project for ethics review.

Name:
Email:
Potential title for your research project:

## 1. The importance of your project

Describe what you hope to find out by doing this project.
What is your possible research question?
Has anyone else researched this question or a similar question? If so, what did the researcher(s) find?

## 2. Generating the desired knowledge

Describe your approach, method or strategy for answering your research question.
How will you analyze your data? Is it quantitative data, qualitative data, or both?

### 3. Sharing the results

How will you communicate the results of your project?

### 4. Support for your study

In what areas will you need support from the Research Office to carry out your research?

How long do you think it will take to complete your research?

Does your supervisor support you in undertaking this research initiative?

### 5. Participants in your project

If your research involves human participants complete sections 5 through 8.

Who will be the participants in your project?

How many participants will you include in your project?

Describe how you will approach people to participate in your project.

Who have you decided to exclude as participants in your project and why have you chosen to exclude them?

## 6. Maximizing benefits and identifying and minimizing risks

Describe the potential risks for participants to take part in your project.

Describe the potential benefits for participants to take part in your project.

Describe the potential risks for NorQuest College if you undertake your project.

Describe the potential benefits for NorQuest College if you undertake your project.

How will you minimize risks for participants and for NorQuest College?

If there are risks to participants or to NorQuest College, describe how they are justified by the potential benefits of the project?

## 7. Respecting the rights of individuals, communities, and populations

Describe how you intend to protect the privacy and confidentiality of participants in your project.

Describe how you will retain, store, and secure the data you gather during your project.

## 8. Informed consent

Describe how you will inform the participants in your project about risks and benefits and how you will obtain their informed consent to participate in the project.

**OFFICE USE ONLY**

Study:	Principal Investigator:
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**Instructions for NorQuest College Managers:** Please review and sign below to indicate your approval. Your signature indicates that you have reviewed the study, approved the use of your department/program resources and staff involvement, and that the study is consistent with the NorQuest College mission, vision and values. *[Please print name and position if not listed]*

Name:	Signature: _____
Position:	Date: _____
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