

# Proposal Submission Information

(Proposal Cover Sheet and Form follow)

DATE:

MEMORANDUM FOR IITA

FROM:

SUBJECT: (project title)

**1. Project Description and Background Information:** Describe the information technology application research that you wish to perform. This section should outline the broad issue and specific key variables for study. Research questions must be connected to a literature survey, and proposals should demonstrate sufficient grounding in the literature of the relevant disciplines to be employed in the research study. Provide a literature review to document current knowledge in the field, and discuss how your research will expand this knowledge base. Include the following elements:

a. **Project Team:** List the team members and contact information. Provide a brief paragraph of the personal qualifications of each researcher including academic background and research history; CVs are unnecessary. List any prior IITA support, previous related research grants, and provide a summary of completed work as applicable.

b. **Research Objectives:** Provide a well-defined list of the research objectives and hypotheses you intend to test and/or questions you plan to address. If your proposal seeks to design new tools, a design discussion will substitute for a discussion of hypotheses or research questions.

c. **Research Design and Assessment Strategy:** Provide an overview of the research design and how it is appropriate for the questions you are addressing. Explain your data collection methods, data analysis and, how you will assess the effect on information technology.

d. **Deliverables:** final report to IITA with the name of a person who will provide peer review as well as plans for outside publication if applicable

e. **Project Schedule/Key Milestones:** adjustments may be made if necessary

f. **Project Significance and/or Relevance to USAFA, Cadets, AF, and/or DoD:**

2. **Cadet Involvement:** IITA encourages cadet involvement during your research. Explain how cadets will be involved in performing the research, their areas of responsibility, and also, whether they will be used as subjects. Note: The use of cadets as human subjects requires the prior approval of the Institutional Review Board (IRB).

3. **IITA Laboratory Requirements:** The IITA lab is located in 4J15, Fairchild Hall. The IITA Lab may be reserved for presentations, collaboration, and workshops. Contact the Director of Operations to reserve.

4. **Proposed Budget:** be as specific as possible for the following elements

a. **Equipment**

b. **Travel** such as conferences and workshops that you wish to attend.

c. **Contract Support**

d. **Other**

e. **Conferences**

f. **Complementary Funding**

g. **Total Amount from IITA**

5. **Management Plan.** Your management plan should indicate who will conduct each part of your work and include milestones. If your project involves cadets as subjects, you must secure approval from the Institutional Review Board (IRB) before you can begin project activities although IRB approval is not required prior to proposal submission. If you have already sought approval, please attach a copy of the IRB approval letter. For information on the USAFA IRB and to determine if you need to apply, please see their web site at:

<http://www.usafa.af.mil/superintendent/xp/xpx/irb/index.cfm>. Your milestone chart should begin with your initial research and conclude with the publication of your findings. Multi-year projects may be broken down into quarters; one year projects may be broken down into months. Remember to include such milestones as the purchase of key equipment and travel.

6. **Supporting Documents and References:** Provide a bibliography of the literature survey

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Proposal Submission Date:

## IITA RESEARCH PROPOSAL COVER PAGE

<b>Title of Proposed Project</b>			
<b>Principal Investigator</b> <i>(include title/rank and contact information)</i>			
<b>Number of Cadet Researchers</b>		<b>Number of Cadet Research Subjects</b>	
<b>Requested Dollar Amount</b>		<b>Reserve Day Request</b>	
<b>Proposed Starting Date</b>		<b>Proposed Duration</b>	
<b>Proposal Summary</b>			
<b>Principal Investigator Signature/Date</b>			
<b>For IITA Office Use Only:</b>		<b>PRC Recommendation:</b>	
<b>Date Received:</b>		<b>Date Submitted to IITA Director:</b>	
<b>Date Submitted to PRC:</b>		<b>Final Action:</b>	

# Proposal Submission Template

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MEMORANDUM FOR IITA

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SUBJECT: (project title)

1. Project Description and Background Information:
  - a. Project Team:
  - b. Research Objectives:
  - c. Research Design and Assessment Strategy:
  - d. Deliverables:
  - e. Project Schedule/Key Milestones:
  - f. Project Significance and/or Relevance to USAFA, Cadets, AF, and/or DoD:
2. Cadet Involvement:
3. IITA Laboratory Requirements:
4. Proposed Budget: be as specific as possible for the following elements
  - a. Equipment
  - b. Travel such as conferences and workshops that you wish to attend.
  - c. Contract Support
  - d. Other
  - e. Conferences
  - f. Complementary Funding
  - g. Total Amount from IITA
5. Management Plan.
6. Supporting Documents and References: