

Research Plan

REQUIRED for ALL Projects

A complete research plan must accompany Checklist for Student (1A)

Provide a typed research plan and attach to Student Checklist (1A). The research plan is a succinct detailing of the rationale, research questions, methodology and risks of your research project and **should be completed PRIOR to the start of your experimental research**. This research plan must specifically address all questions clearly and concisely in five pages or less.

PART A - For ALL Projects:

- A. Question being addressed: What is the RATIONALE for your project?** Please include a brief synopsis of the background research that supports your research problem and explain why this research is important scientifically and, if applicable, explain any potential societal impact of your research. Please include citations in your project rationale.
- B. Briefly state your HYPOTHESIS(ES) / RESEARCH QUESTION(S) / ENGINEERING GOAL(S).** Describe how your research question(s), hypothesis(es) and/or goal(s) build on the research described in your project rationale.
- C. Describe in detail your research methods.** The following are key items that should be included when formulating ANY AND ALL research plans. Be sure to address all questions in **Part B** that are relevant to your research project.
- **Procedures/Data Collection:** Detail experimental design, including all procedures used for data collection.
 - **Data Analysis:** Describe the procedures to be used to analyze your data and answer your research question(s).
- D. Provide a list of AT LEAST FIVE (5) MAJOR REFERENCES used to form the basis of your research project.** References must be from science journal articles, books, or other publications. Encyclopedias and Internet search engines (e.g. Google, Yahoo, WebMD, Wikipedia, etc.) are not considered as major references and WILL NOT be accepted.

PART B - For projects with:

- **HUMAN SUBJECTS** (See pages 13-16 of the Rules and Guidelines)
 - **Subjects.** Describe who will participate in your study (age range, gender, racial/ethnic composition). Identify any vulnerable populations (minors, pregnant women, prisoners, mentally disabled or economically disadvantaged).
 - **Recruitment.** Where will you find your subjects? How will they be invited to participate?
 - **Methods.** What will participants be asked to do? Will you use any surveys, questionnaires or tests? What is the frequency and length of time involved for each subject? Please include a copy of the survey or questionnaire (if used) in the research study and provide information as to how the survey questions will inform the research project.
 - **Risks.** What are the risks or potential discomforts (physical, psychological, time involved, social, legal etc) to participants? How will you minimize the risks?
 - **Benefits.** List any benefits to society or each participant.
 - **Protection of Privacy.** Will any identifiable information (e.g., names, telephone numbers, birthdates, email addresses) be collected? Will data be confidential or anonymous? If anonymous, describe how the data will be collected anonymously. If not anonymous, what procedures are in place for safeguarding confidentiality? Where will the data be stored? Who will have access to the data? What will you do with the data at the end of the study?
 - **Informed Consent Process.** Describe how you will inform participants about the purpose of the study, what they will be asked to do, that their participation is voluntary and they have the right to stop at any time.
- **VERTEBRATE ANIMALS** (See pages 17-20 of the Rules and Guidelines)
 - What POTENTIAL ALTERNATIVES to vertebrate animals were considered for this project? Be sure to present a detailed justification for use of vertebrate animals.
 - What procedures or methods that will be used to minimize potential discomfort, distress, pain and injury to the animals during the course of experimentation and any detailed chemical concentrations and drug dosages. Projects containing procedures classified as USDA Pain Category D or E are PROHIBITED for NYCSEF (see page 19 for details).
 - How many animals will be used in this study? Provide the species, strain, sex, age, etc of the animal and how the animals will be housed and cared for daily. Justify the number of animals planned for this study.
 - How will the animals be disposed of at the termination of the study?
- **POTENTIALLY HAZARDOUS BIOLOGICAL AGENTS** (See pages 21-24 of the Rules and Guidelines)
 - Provide a description of the Biosafety Level Assessment process and BSL determination (see page 23 for details).
 - Where did you obtain the specimen, agent, source of specific cell line, etc.?
 - What safety precautions will be used during experimentation?
 - How will any potentially hazardous biological agents be disposed of at the end of the study?
- **HAZARDOUS CHEMICALS, ACTIVITIES & DEVICES** (See pages 25-27 of the Rules and Guidelines)
 - Provide a description of the Risk Assessment process and results.
 - Provide a brief summary of the chemical concentrations and drug dosages that will be used in experimentation.
 - What safety precautions and procedures will be used to minimize risk?
 - How will any hazardous chemicals or materials be disposed of at the end of the study?