



PROPOSAL SUBMISSION GUIDELINES for Research Projects

The Internal Audit (IA) Foundation is the global leader in sponsoring, disseminating, and promoting research and knowledge resources to enhance the development and effectiveness of the IA profession. The Foundation continually monitors the needs of the profession and its stakeholders to identify high-priority topics for future projects. These topics can either become Research Projects or Educational Products.

Research Projects focus on discovering new information about the IA profession using academic research methods such as surveys, focus groups, interviews, case studies, literature review, and data analysis. Research projects should include implications or applications for practitioners and the profession.

Educational Products are designed to provide information that IA practitioners can use on the job. Educational products often include “how-to” information, tools, best practices, and so on. (A research component can support the educational product.)

Unsolicited Topic Proposals may also be submitted for topics that are not directly related to the posted RFPs. These may be submitted for research projects or educational products. The number of projects selected for funding will depend on the quality and number of proposals received and the amount of funds requested and available.

The following guidelines have been established for submission of **RESEARCH PROJECT PROPOSALS**. Please note that proposals with a global scope are encouraged.

Return your proposal as a Microsoft Word document via email to foundation@theiia.org. If additional information is needed, please contact the IA Foundation at foundation@theiia.org.

Thank you for your interest in submitting a proposal. We look forward to working with you.

RESEARCH PROJECTS – Proposal Submission Guides (cont'd)

Proposals should not exceed **five pages** exclusive of the summary page and appendices described below, and should be organized in the following order:

1. Proposal Summary Page
 - a. Date proposal submitted
 - b. Primary researcher's name, contact information, and credentials
 - c. Name of the topic being addressed
 - d. Proposal title (specific to the proposal, not the same as the name of the topic)
 - e. Proposal abstract – approximately 50 words summarizing research needs, 2-3 research questions or objectives, methodology, and a description of the primary deliverable
 - f. Research type (educational research, applied research, or theoretical research)
2. Research Description
 - a. Research questions (and hypotheses if applicable)
 - b. Please explain how this research will support the IA Foundation's overall mission to expand knowledge and understanding of internal auditing and to advance the profession globally
 - c. What value will this research bring for internal auditors and what would be the implication/impacts of this research on the profession?
 - d. Who is the intended audience? (typical user profile)
 - e. Primary and secondary audiences
 - f. What is the target industry/sector for this research (e.g. Financial Services, Government, etc.) and will it have global application?
 - g. Methodology (Explain how the proposed methodology will answer the research question. Include drafts of surveys or interview guides in appendices including sample size and description. An incomplete methodology will cause a research proposal to be returned.)
 - h. Proposed annotated table of contents: this should include potential chapter titles along with 2-3 sentences, describing each chapter
 - i. Other possible content uses
3. Research Team and Budget Description
 - a. Proposed research team members with a brief description of their roles and qualifications. (Describe research capabilities and/or academic qualifications related to the topic. An internal auditor should be on the research team.)
 - b. Budget (Give itemized budget and identify who receives funds.)
4. Deliverable Description
 - a. Describe the deliverable format (e.g., manuscript, tools, checklists, etc.)
 - b. Length of the book or report; be specific! Provide estimated word count, number of exhibits/charts/graphs, and the level of detail in the exhibits (i.e. if more text than illustration)
 - c. Timeline for completion
5. Appendices
 - a. Curriculum vitae (CV) for each researcher (three pages maximum)
 - b. Previous researcher affiliation with The IIA or IA Foundation (previous research or educational products published, volunteer participation, chapter officer, etc.)
 - c. First draft of the interview guide, survey questions, and/or analysis methodology (if applicable)

Submit proposals via email to: foundation@theiia.org.