The Institute of Internal Auditors Research Foundation

Request for Proposal

Effective Use of Technology to Improve Board of Directors' and Internal Auditors' Communication

INTRODUCTION AND INSTRUCTIONS

The Institute of Internal Auditors Research Foundation (IIARF) is the global leader in sponsoring, disseminating, and promoting research and knowledge resources to enhance the development and effectiveness of the internal audit profession.

The IIARF continually monitors demands by members and stakeholders of the professional to ensure they are receiving relevant and timely information. This request for proposal outlines a topic a topic of interest to The IIARF, and we look forward to receiving your proposal to address this need.

Please refer to the Proposal Submission Guidelines below for detailed instructions. Proposals will be evaluated by a review team; on receipt of proposal we will begin our review process which normally lasts 4-6 weeks, but may take longer.

Return your proposal as a Microsoft Word document via e-mail to research@theiia.org.

ALL RESPONSES TO THIS REQUEST FOR PROPOSAL ARE DUE NO LATER THAN MARCH 12, 2012.

If additional information is needed, please contact The IIA Research Foundation:

Tel: +1-407-937-1356
E-mail: research@theiia.org

Thank you for your interest in The Institute of Internal Auditors Research Foundation. We look forward to working with you.

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TOPIC INFORMATION

Priority Topic	**Effective Use of Technology to Improve Board of Directors' and Internal Auditors' Communications**
Topic Description	This would be the first in a series of research studies related to enhancing internal audit processes using technology. Other topics to be developed based upon the audit process lifecycle and call for researchers or sponsors.
Product Type	The Institute of Internal Auditors Research Foundation (IIARF) is seeking an applied research report using a case study, survey, and best practice approach on how technology can improve board of directors' and internal auditors' communications. The case study should cover how some boards or audit committees currently use printed materials and numbered board books to manage and protect internal audit communications. The study should then cover innovations that leading-edge organizations have made to improve this process with technology, such as tablets or iPads, that may provide a faster, better, and more secure communications experience to the board that can be demonstrated through best practices.
Purpose and Objectives	Provide research on how many board of directors' communications, especially providing current and detailed information, can challenge the chief audit executive (CAE). Often, new or late-breaking developments cannot be included in the current audit agenda because they must be produced or printed. Delivery to individual board members can become a challenge because they travel extensively, have to carry around large board books, and do not get the latest updates until just before key meetings. Especially challenging are communications during a significant or crisis event.
Content Guidelines	Key concepts/questions to be answered, covering any five to 10 key points that could be relevant to the topic being studied. The research should answer the following key questions: • How can CAEs and boards more effectively use technology to enhance and improve communications? • Where does your board go to obtain factual and verified information, rather than rumors?

	• What are some ways that technology can raise the entire board — and especially the audit committee — communication process? • How do you go about doing it? • What criteria should you use? • What are some best practices? • What are innovative boards and audit committees doing? • What is both cool and advanced in making internal audit and board presentations concise, clear, and professional?
Suggested Methodology	Possible methodologies: Expand or work jointly with corporate board, Society of Corporate Secretaries, or the National Association of Corporate Directors (NACD) to survey and research possible solutions. Provide case studies, best practices, or demonstration sessions to CAEs and board of directors via an exclusive webinar targeting CAEs, CEOs, CFOs, and board directors. The participation of internal audit practitioner(s) on the research team will be a plus.
Target Audience	CAE, CEO, CFO, CIO, board secretary, legal, board members, and C-Suite; internal auditors.
Time Frame	Six to 12 months
Data Available	Existing data that can be provided (if available). February 2011 Emerging Trends and Leading Practices data.
Deliverables	The deliverable(s) that pertain to the product request (indicate specifics for this request) may include: 1. Attend and present research findings using either case studies, best practices, or panel discussion of CAEs, CEOs, CFOs, and board directors at future IIA international and regional conferences. 2. Create an initial webinar or WebTV video to push out research findings. 3. Research report for publication in the new Effective Use of Technology in the Internal Audit Process series.

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PROPOSAL SUBMISSION GUIDELINES

The Institute of Internal Auditors Research Foundation has been the global leader in sponsoring, disseminating, and promoting research and knowledge resources to enhance the development and effectiveness of the internal audit profession.

Proposals should outline the approach you would take to meet the requirements as stated in the Request for Proposal. Proposals should not exceed **five pages** exclusive of appendices described below, and should contain the following basic elements:

1. Identification of the Priority topic being addressed.
2. A one-paragraph abstract, summarizing the research question, the method to be used and how it will benefit the internal audit profession.
3. Project description including:
    a. A statement of the research issue/question being addressed and how it relates to the internal auditing profession;
    b. A description of previous research, if any, and how your project adds to the previous work;
    c. A statement of research hypotheses being tested, if applicable;
    d. A statement of the research method that will be used;
    e. A statement of the expected results and benefits to the internal audit profession;
    f. A statement of the expected publication output(s) from the project, (e.g., practitioner article, monograph, scholarly journal article, book, etc.);
    g. Itemized timeline and budget, including budget rationale.
    h. Identification of proposed members of the research team including a brief description of their role.
    i. Appendixes:
        i. An appendix containing proposed interview questions/guidelines, and survey or experimental instruments, if applicable.
        ii. Curriculum vitae (CV) for each researcher (3 pages maximum)
        iii. Previous researcher affiliation with The IIA (previous research or educational products produced, volunteer participation, chapter officer, etc.)

Submit proposals by March 12, 2012 via e-mail to: research@theiia.org

Further information:
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