

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.

This document contains the guidelines for submitting research proposals to The IIARF. We ask that you outline the topic and approach for which you propose to conduct research in internal auditing. *Note:* If your research is in response to one of our [priority topics](#), please refer to the applicable forms and guidelines on our website.

When your proposal is received, we will begin our review process which normally lasts 4-6 weeks, but may take longer. If there are questions or additional information is needed, you will be contacted during this process.

Contracts for funded research (non-priority topics) are awarded twice annually, in July and December. Proposals for funding are due by April 30 for approvals in July, and by September 30 for approvals in December.

Proposals for unfunded research will be evaluated on a continuous basis. Please note that proposals requesting access to IIA members or IIA/IIARF data require a full proposal be submitted and will be evaluated under the same criteria as funded projects. Access fees apply.

Proposals with a global scope are encouraged and will receive preferred review status.

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

Tel: +1-407-937-1356

E-mail: research@theiia.org

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

SEE DETAILED GUIDELINES ON PAGE TWO

Proposals should not exceed **five pages** exclusive of the appendices described below, and should contain the following basic elements:

- 1. Topic or title of your proposed research**
- 2. Related IIARF Priority topic (if applicable)**
- 3. Abstract:** A one-paragraph abstract, summarizing the research question, the method to be used and how it will benefit the internal audit profession.
- 4. Research Team Information:** Provide basic information about the research team – name(s), affiliation(s), and contact information. Detailed CV to be provided in Appendix B, below.
- 5. 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.
- 6. Outputs:** Deliverables could include printed book/CD/DVD, downloadable report, or articles for publication. There are no constraints from The Foundation with regards to expected deliverables.
- 7. Budget: Indicate the level of funding being requested and provide additional information as indicated.**
 - a. Requests for funding: Provide an itemized budget and rationale for costs. Examples include: researcher compensation, travel expenses, research assistant support, acquisition of data, college or university overhead, etc. Total cost: US\$ _____
 - b. Requests (unfunded) for access to IIA members and/or IIA/IIARF data. Download and include the [data/member access request form](#) with your proposal.
- 8. Timeline:** The timely completion of a project is essential to meeting the needs of IIA members and the internal audit profession, and assuring that the results reported are relevant. Time to completion: _____ months.
- 9. Appendices:**
 - a. Appendix A: Proposed interview questions/guidelines, and survey or experimental instruments, if applicable.
 - b. Appendix B: Curriculum vitae (CV) for each researcher (3 pages maximum).
 - c. Appendix C: Listing of previous researcher affiliation with The IIA (IIA membership and certification, volunteer participation, previous work conducted for The IIA to include IIARF grants received, articles written, seminars conducted, etc.)