

## Using Technology to Improve Internal Audit Communications

### INTRODUCTION AND INSTRUCTIONS

The Institute of Internal Auditors Research Foundation (IIARF) is the global leader in providing research and knowledge resources to enhance the internal audit profession.

The IIARF continually monitors the needs of the internal audit profession and its stakeholders to identify high priority topics for future projects. These high priority topics can either become Research Projects or Educational Products

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

**Educational Products** are designed to provide information that internal audit 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.)

The following request for proposal is for a **research project**, and a global scope is encouraged. Please note that submission guidelines were updated in 2012. Any proposal that does not follow the updated guidelines will be returned for revisions.

The review process normally lasts 4–6 weeks, but may take longer.

Return your proposal as a Microsoft Word document or PDF via email to [research@theiia.org](mailto:research@theiia.org).

**ALL RESPONSES TO THIS REQUEST FOR PROPOSAL  
ARE DUE NO LATER THAN MARCH 11, 2013.**

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

Tel: +1-407-937-1356

Email: [research@theiia.org](mailto:research@theiia.org)

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

## TOPIC INFORMATION

<b>Priority Topic Title</b>	<b>Using Technology to Improve Internal Audit Communications</b>
<b>Topic Summary</b>	This research project should discover the latest technology that internal audit activities can use to provide a faster, better, and more secure communication experience for boards and audit committees.
<b>Product Type</b>	Choose one: <input checked="" type="checkbox"/> Research Report (applied) <input type="checkbox"/> Research Report (add to knowledge base, theoretical)
<b>Problem the Research Will Address</b>	Some boards or audit committees currently use printed materials and numbered board books to manage and protect internal audit communications. This means that new or late-breaking developments often cannot be included in the current audit agenda because they must be produced or printed. In addition, delivery to individual board members can be challenging because they travel extensively, have to carry around large board books, and do not get the latest updates until just before key meetings. Also, communications during a significant or crisis event are a challenge.
<b>Primary Audience</b>	Chief audit executives (CAEs), chief executive officers (CEOs), chief financial officers (CFOs), chief information officers (CIOs), board secretaries, legal, board members, C-suite, and internal auditors.
<b>Research Question</b>	How can CAEs and boards more effectively use technology to enhance and improve communications?
<b>Topics/Issues</b>	<ul style="list-style-type: none"> <li>• What are some ways that technology can elevate the communication process for the entire board—especially the audit committee?</li> <li>• How do you go about doing it?</li> <li>• What criteria should you use?</li> <li>• What are some best practices?</li> <li>• What are innovative boards and audit committees doing?</li> <li>• What technology can help make presentations more concise, clear, and professional?</li> <li>• How can technology make presentations more impressive and credible?</li> <li>• Where do boards go to obtain factual and verified information, rather than rumors? Is internal audit a key source?</li> </ul>
<b>Methodology</b>	Use surveys, focus groups, and/or case studies to discover best practices from leading internal audit activities.

	Optional ideas: 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.
<b>Survey/Interview Guide Requirements</b>	Include a first draft of interview guides or surveys to be used in the project.
<b>Sample Size and Description</b>	Gather information from CAEs, board directors, CEOs, CFOs, etc.
<b>Time Frame</b>	Six to 12 months
<b>Resources to Consult</b>	Emerging Trends and Leading Practices data (from The IIA).
<b>Other Possible Content Uses</b>	Conference presentations Audit Channel

## PROPOSAL SUBMISSION GUIDELINES

The Institute of Internal Auditors Research Foundation (IIARF) is the global leader in providing research and knowledge resources to enhance the internal audit profession.

Proposals should outline how the requirements of the RFP will be met. Proposals should not exceed **five pages** exclusive of the summary page and appendices described below, and should be organized as follows:

1. Proposal Summary Page
  - a. Name of the priority topic being addressed.
  - b. Product type (education, applied research, or theoretical research).
  - c. Proposal title. (This title should be specific to the proposal, not the same as the name of the priority topic.)
  - d. Date proposal was submitted.
  - e. Primary researcher's name and contact information.
  - f. Proposal abstract. (This should be one to two paragraphs, including research need, primary audience, methodology, and a description of the primary deliverable.)
2. Project Description
  - a. Research questions.
  - b. Application/implications for internal auditors.
  - c. Topics/issues.
  - d. Methodology. (Explain how the proposed methodology will answer the research question. Include drafts of surveys or interview guides in appendices. An incomplete methodology will cause a research proposal to be returned.)
  - e. Sample size and description.
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. Show that an experienced internal auditor is on the research team.)
  - b. Time frame.
  - c. Budget. (Give itemized budget and tell who receives funds.)
4. Deliverable Description
  - a. Length of book or report.
  - b. Other possible content uses.
5. Appendices
  - a. First draft of the interview guide, survey questions, and/or analysis methodology (if applicable).
  - b. Curriculum vitae (CV) for each researcher (three pages maximum).
  - c. Previous researcher affiliation with The IIA (previous research or educational products produced, volunteer participation, chapter officer, etc.).

Submit proposals by **MARCH 11, 2013**, via email to: [research@theiia.org](mailto:research@theiia.org)

Further information: [research@theiia.org](mailto:research@theiia.org), Tel: +1-407-937-1356, Fax: +1-407-937-1101