Request for Research Participation

**Criteria**

The Research Committee reviews all requests to recruit research participants from the larger NCDA membership prior to dissemination of recruitment materials. Committee members review research requests for applicability to NCDA membership, proper documentation of recruitment procedures including how confidentiality will be maintained during and after data collection, and clarity of recruitment materials.

**Instructions for Review Submission**

Researchers interested in recruiting participants from the larger NCDA membership pool should submit the following to the NCDA Research Committee:

* Brief synopsis of study and recruitment message to be sent to NCDA members (one page or less)
* IRB approval documentation (Leadership Academy research is exempt from this requirement)
* Research proposal including a major contribution to the field of career development

Materials should be sent to the Research Committee co-chairs, listed on the NCDA Committees webpage.

**Review Process and Distribution of Materials**

Once submitted, all materials will be distributed to the Research Committee for full committee review and vote for research participation request. A majority vote of approval by the committee will result in distribution of your request for participation to the NCDA membership through our monthly eNewsletter. Research committee decisions will be communicated directly to the researcher.