IR Project Process Flow

Research Request Form (RRF)

- Requestors will provide definition of research goal/question, alignment to College priorities (e.g., EMP, committee work), how results will be used, related documentation.

Research Project Proposal (RPP)

- The proposal will clarify and document agreement related to project research question(s), methods, deliverables and timing. Project will not commence without mutual agreement to proposal by IR and customer.

Project Deliverable

- As agreed in RPP, deliverables will be created using standard IR formats, including:
  - IR Report Guidelines and Template
  - IR PowerPoint Template

Project Feedback Survey

- Once completed, a feedback survey will be sent to customer to gather feedback about project timing, quality, usefulness of information and additional feedback.