



**Request to Study ASCA Membership Application**

*Dated: April 13, 2010*

Study Title:

Lead Researcher:

Institutional Affiliation of Lead Researcher:

E-Mail Address of Lead Researcher:

Phone Number of Lead Researcher:

Mailing Address of Lead Researcher:

Additional Researchers & Institutional Affiliation:

Instructions

This application and all requested supporting documents should be combined into a single PDF document. The completed application packet in PDF form should be e-mailed to the chair of the ASCA Research Committee, Dr. Kristen Kawczynski, at [kkawczyn@tulane.edu](mailto:kkawczyn@tulane.edu). While information about the application process is contained on the ASCA Website, [www.theasca.org](http://www.theasca.org) all questions should be directed to the ASCA Research Committee Chair.

Application Questions (please check the appropriate box below)

1. Nature of Study:       Quantitative               Qualitative               Mixed-Methods
2. Basis for study:       Doctoral Dissertation       Master's Thesis       Independent Research
3. How do you plan to initiate the study:       By e-mail invitation       By postal mail invitation
4. What portion of ASCA membership do you plan to study (specific information requested later):
  - All ASCA membership
  - Random sample of ASCA membership
  - Selected sample of ASCA membership (i.e., just four year or two year institutions)
  - Random sample of selected ASCA membership (i.e., one member from two year schools)
  - Other
5. Are all researchers members of ASCA?       No       Yes - membership number(s):
6. Do you plan to submit your study requests in manuscript form the ASCA Journal?       No       Yes
7. Do you plan to present a program at the ASCA Annual Conference about this study?       No       Yes

Information to be Included in the Application (responses may be typed into a separate document)

1. Study abstract [350 word limit]
2. Describe the specific portion(s) of the ASCA membership database that you wish to study (i.e., all membership, random sample, just four year institutions, etc.) [150 word limit]
3. Describe the plan and timeline for your study invitations. This narrative should include the nature of contacts with ASCA members as well as the number of contacts and the specific dates that you wish these contacts to occur. Please note that the ASCA Research Committee may need to work with you to set the specific dates for contact if your request is granted. [350 word limit]
3. Describe your study's benefit to the ASCA membership and contribution to literature in the field of conduct administration. [200 word limit]
4. Describe your protocol to insure the confidentiality of ASCA membership during your study as well as to insure that the ethics of ASCA members are not compromised during your study. Please note that all quantitative studies are required to insure that participation is both voluntary and anonymous. [250 word limit]
5. Please attach a copy of the invitation letter(s) you wish distributed to ASCA membership. It is recommended that different language be used in each contact letter, so please include a copy of each individual invitation letter you wish to use. Please note that the ASCA Research Committee may recommend alterations to your invitation letters if deemed appropriate.
6. Please attach a copy of your proposed study instrument (at this stage, the instrument may still be in draft form).
6. Please attach a completed copy of your institution's IRB protocol that you plan to submit for this study. It is noted that you will not have previously submitted this document to the IRB (as permission to study ASCA membership has yet to be granted), but this information is vital to the ASCA Research Committee's decision-making. If you will not be seeking IRB approval, please describe why in detail.
7. Describe any additional information that you wish to share with the ASCA Research Committee.