



Department of Counselor Education  
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## DEPARTMENT OF COUNSELOR EDUCATION REQUEST FOR RESEARCH

**All details must be TYPED.**

**This form and supporting documentation (recruitment materials, participant email, and IRB approval items) should be submitted in one email to [ceresearch@fau.edu](mailto:ceresearch@fau.edu)**

The Department of Counselor Education at Florida Atlantic University (FAU) supports research that advances the counseling profession, mental health services, and student success. To ensure that all research participation requests are reviewed and distributed appropriately, we ask that all inquiries follow the process outlined below.

Researchers who wish to recruit participants who are students, faculty, or staff affiliated with the Department of Counselor Education must submit a formal request for review. All research requests are reviewed to ensure alignment with departmental priorities, ethical standards, and protections for participants. Approval is not guaranteed, and the department reserves the right to decline or request modifications to any submission. Please allow **7–10 business days** for review and processing.

### Guidelines for Distribution

- Only studies with valid **Institutional Review Board (IRB) approval** will be considered.
- Participation must be **voluntary**, and all communications must clearly state this.
- Recruitment messages must be **clear, concise, and respectful** of participants' time.
- To prevent survey fatigue, the department will distribute approved requests twice (2 times).

<b>Research Study Title (limited to 25 words)</b>	
<b>Principal Investigator Name and Institutional Affiliation</b>	
<b>Co-Principal Investigator(s) Name and Institutional Affiliation</b>	
<b>PI's Contact Information (email and cell number)</b>	
<b>Brief Description of the Study (purpose, procedures, and duration)</b>	



<p><b>Target Population</b> (e.g., faculty, staff, graduate students. Please specify if your request applies to certain degree-seeking students CMHC, CRC, SCH, Ph.D.).</p>	
<p><b>Recruitment Materials.</b> Describe what materials need to be shared and provide electronic links or materials as an attachment(s) to your request (flyers, email announcements, survey links)</p>	
<p><b>IRB Approval Documentation</b> (required prior to distribution; include the approval number and attached a copy of the IRB approval to your email request)</p>	
<p><b>Requested Distribution Method</b> (e.g., email, classroom visit)</p>	
<p><b>Proposed Timeline for Recruitment</b> (If approved, the department will distribute your request twice).</p>	

**Acknowledgment of Understanding and Agreement**

I have read and understand the requirements for submitting a research request. I understand that I must allow 7-10 business days for my request to be reviewed. I contact [ceresearch@fau.edu](mailto:ceresearch@fau.edu) if I have questions or changes that will affect my study.

<p><b>Investigator Name (or designee)</b></p>	
<p><b>Investigator Signature (or designee)</b></p>	
<p><b>Date of Submission:</b></p>	