

Department of History
University of Texas at El Paso
Proposal to Conduct Oral History Interviews

Use this template to provide a description of your research proposal. All applicants should write their answers in a separate document, and cut and paste them into this MS WORD file. Submit this completed form and the relevant attachments to the history department’s Oral History Review Committee. The Committee will review the proposal and reply to you directly.

- I. Title of Research Project

- II. Name of Researcher
 - a. If student, please indicate your research advisor

- III. Research Abstract (Approximately 250 words. Include the main objective(s) and the scholarly significance of the work).

- IV. Methods and Justification for Conducting Interviews
 - a. Briefly justify the need for conducting interviews
 - b. Explain the background and significance of interviewees, and provide names if and where applicable
 - c. Explain how you will identify and contact interviewees
 - d. Explain your methods for interviewing and collecting information from these individuals

- V. Identifying vulnerable populations
 - a. Are interviewees under 18 years old? Yes ____ No ____
 - b. Are interviewees incarcerated? Yes ____ No ____
 - c. Are interviewees undergoing any medical treatment that might impair their judgment or are they in a state that would inhibit informed consent? Yes ____ No ____
 - d. Will you use the names of interviewees in your project? Yes ____ No ____ May Vary ____

If you answered *yes* to questions “a, b, or c” you will need to explain how you will protect the interviewees as vulnerable populations. For minors, you will need the consent of an adult or legal guardian; for incarcerated individuals you may need additional permissions clarifying informed consent; for individuals undergoing medical treatment that might impair their judgment, you will need to explain how you will ensure that they understand the terms of the interview consent process. For minors within a school setting, you must abide by the policies of the school district for outsiders conducting research on school grounds.

- VI. Tentative list of interview questions
Attach as a separate document
- VII. Curriculum Vita (2 page)
Attach as a separate document
- VIII. Additional information that might be relevant for this proposal
- IX. Checklist
 - a. Have you read the Oral History Association “Evaluation Guidelines”?
 - i. Yes _____
 - ii. No _____
 - b. Have you signed the Departmental Agreement to Conduct Interviews in acknowledgement of policies and procedures? Please include a signed copy with this proposal.
 - i. Yes _____
 - ii. No _____
 - c. Have you attended a workshop on ethics and interviewing sponsored by the Department of History? Include in this packet your “certificate” of completion.