*This template is designed to assist form writers to organize the content of a form according to the official university research form template used by Lehigh University’s Office of Research Integrity. University research administration forms administered by Responsible Offices (departments) within the Office of the Vice President and Associate Provost for Research and Graduate Studies apply to applicable research conducted by Lehigh University faculty, staff, or students.*

***Note:*** *You may delete instructions (in italics) when you no longer need them.*

**[Form Title] Completion Instructions:** *This section should provide brief instructions for completing and submitting the form. Include a contact person in the Responsible Office. It is preferable to list a contact by title rather than name.* For questions about completing and submitting this form, please contact [Title] in [Responsible Office] at [email]@lehigh.edu or 8-[four digit extension].

|  |  |  |  |
| --- | --- | --- | --- |
| **Submission Information**  *Customize the bracketed text below according to the Responsible Office’s specific needs, and the purpose of the form. It is recommended collect the name, email, and internal phone extension for the Respondent submitting the form, as that individual may differ from the Principal Investigator on a sponsored program, or another university office or faculty member, staff person, or student who may be the focus of the information being collected.* | | | |
| **[Enter field]:** |  | **[Respondent] Name:** |  |
| **[Enter field]:** |  | **[Respondent] Email:** | @lehigh.edu |
| **[Enter field]:** |  | **[Respondent] Phone:** | 8- |

*The field below is a sample for formatting individual form sections and questions within each section. Customize the section and add questions according to the Responsible Office’s specific needs, and the purpose of the form.*

1. *Hit the Tab key to enter additional rows to the section for additional questions.*
2. *To enter a Form Field following each question, which allows for the Respondent to enter, choose, or check off a response on the form, follow the instructions* [*here*](https://support.office.com/en-us/article/create-a-fillable-form-39a58412-107e-426b-a10b-ac44937e3a9f) *in Step 1: Show the Developer tab, and Step 3: Add content to the form.*
3. *Copy and paste the section template as necessary to add additional sections to the form.*

*The form writer should not Enforce Protection or Restrict Permission on draft form. This process is completed by Research Integrity once a form is completed and approved.*

|  |
| --- |
| **Section I: [Section Title]** |
| 1. [Question 1]: |
| *This is an example of a Text Form Field. A Text Form Field allows the Respondent to enter plain text.* |
| 1. [Question 2]: |
| *This is an example of a Check Box Form Field. A Check Box Form Field allows the Respondent to click (or not) on a check box.* |
| 1. [Question 3]: |
| *This is an example of a Drop-Down Form Field. A Drop-Down Form Field allows the Respondent to choose one response from a set of options that form writer enters by double-clicking on the field.* |

**Approval:** *This section is reserved for any required signatures, certifications, or attestations from the Respondent and/or another university office or faculty member, staff person, or student who may be the focus of the information being collected.*

*The signature field on this template is a Picture Content Control field. A Picture Content Control field allows the Respondent to enter their signature as a jpeg or other picture file.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Title] name



\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Title] signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date