



Project Proposal Form (v2)

Submission Instructions

This form must be submitted to CILEX alongside your final report. Both the report and all associated forms must be uploaded in **Word document and PDF formats**.

Please complete all required sections of this form and submit it to your training provider for review. Once you have received feedback and validation from both your employer and training provider, you can proceed with your project.

Qualification	CPQ Professional stage
Module	P1: Professional Skills
CILEX member/candidate	
Employer	
Job title	
Your role and responsibilities	
Training provider	
Lead tutor	

Project Proposal Information

As part of your project proposal, please complete the following information. This will support the validation and approval of your research topic.

Report title	
Expected date of submission	
Project Report Information	
Learning Outcomes Clearly identify the learning outcomes your project is intended to meet.	
Relationship to the Topic Explain your personal or professional connection to the topic area and why it is relevant to your role or development.	
Research Objectives and Scope Define the main research objective(s) of your project. Outline the scope of the research, including any boundaries, limitations, or key areas of focus	
Anticipated Benefits Describe the potential benefits of your research to your organisation and/or the wider legal sector.	
Research Methodology Outline the expected research methods you will use (e.g. qualitative, quantitative, desk-based research, data analysis, primary etc.).	
Ethical Considerations Involvement of Human Subjects Will your research involve human participants? <i>(e.g. through interviews, focus groups, surveys, testing)</i> ☐ Yes ☐ No If yes, please provide details.	
Sensitive or Ethical Factors Will your research involve any of the following? (Tick all that apply) ☐ Participants under the age of 18 ☐ Vulnerable adults ☐ Deception of participants ☐ Financial inducements,	

rewards, or expense payments to participants If any boxes are ticked, provide further explanation and any ethical safeguards you intend to implement.	
Participant Demographics Estimated number of participants:	
Age range of participants:	
External References Will your report refer to any external organisations or suppliers by name? ☐ Yes ☐ No If yes, please provide details and confirm whether you have obtained or will obtain permission where required.	

Notice to Candidates

Your submitted work must be entirely your own.

CILEX applies strict standards to ensure the integrity of its assessments. Reports found to contain evidence of plagiarism or malpractice will not be marked and formal procedures will be followed in accordance with CILEX's Malpractice Policy.

Ethical Research Practices

All research must be conducted in accordance with ethical standards, which include:

- Ensuring that all participants are fully informed about the nature, purpose and scope of the research.
- Participants must be able to opt in voluntarily and have the right to withdraw at any time without consequence.
- Participants (and their employers, where relevant) must provide written consent.
- You must ensure the confidentiality and anonymity of participants, and outline how data will be:
 - o securely stored
 - o used
 - o retained and disposed of, including timeframes.

If your report references external organisations, suppliers, or third parties, appropriate steps must be taken to ensure data protection, anonymity and informed consent, where required.

Declaration of Authentication

I confirm that I have read and understood the Notice to Candidates above, and that the work I submit will be my own.

Signed (Candidate)

Date

Permission for Sharing

I do/do not (delete as appropriate) give permission for a redacted and anonymised version of my report to be used by CILEX for training and exemplar purposes.

Signed (Candidate)

Date

To be completed by your Employer:

Name of Company	
Contact within Company	
Project Proposal Feedback	
Feedback	
I do/do not (delete as appropriate), give permission for a redacted and anonymised version of this report to be used by CILEX for training and exemplar purposes.	
Signed	
Date	

Training provider:

Training provider	
Lead tutor	
Project Proposal Feedback	
Feedback	
Signed	
Date	